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Phone 415.557.4233, Fax 415.557.4240

SPECIAL NOTICE

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR THURSDAY, JULY 3, 2003 HAS BEEN

CANCELED

THE NEXT REGULAR MEETING OF THE PUBLIC LIBRARY COMMISSION IS SCHEDULED FOR THURSDAY, JULY 17, 2003.

POSTED, JUNE 23, 2003

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7/17/03

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Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, July 17, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of June 26, 2003.

Explanatory document: draft Minutes

2. BOND PROGRAM MANAGER'S REPORT — DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* none.

Explanatory documents: current Budget Report and Branch Library Summary Schedules

3. JOINT USE COOPERATIVE AGREEMENTS BETWEEN SFPL & SFUSD ACTION

Presentation and discussion of Cooperative Agreements for Ingleside Branch – Aptos Middle School / Ortega Branch – A.P. Gianni Middle School, Sunset Elementary School /Visitacion Valley Branch – Visitacion Valley Middle School, Visitacion Valley Elementary School between the Library and the San Francisco Unified School District (SFUSD) and possible action to approve resolutions recommending Board of Supervisors' approval of the proposed agreements.

(Explanatory document: informational memo and sample Joint Use Cooperative Agreement

4. ILS IMPLEMENTATION UPDATE — ACTION

Presentation on and discussion of the new ILS (Integrated Library System) including possible action to authorize a Systemwide closure at 6PM on a weekday followed by an all day closure the next day and a morning closure the following day, (opening at 1PM).

5. STRATEGIC PLAN PRESENTATION — DISCUSSION

Presentation of and discussion of a draft Strategic Plan 2003-06.

Explanatory document: draft Strategic Plan 2003-06

2 50354 SFPL: ECONO JRS
58 SFPL 05/07/04

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 48 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 48 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 MCALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF ADMIN CODE SECS. 16.520 - 16.534] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE HTTP://WWW.CI.SF.CA.US/ETHICS/.

MICHAEL HOUSH, COMMISSION SECRETARY
1/13/03

6. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

As Revised 7/14/03 - M.Housh, Commission Secretary

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

DOCUMENTS DEPT.
JUL 14 2003
SAN FRANCISCO
PUBLIC LIBRARY

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

Date: ______________________________

By: ______________________________
San Francisco Unified School District

Date: ______________________________

P7

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.

- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair /water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ San Francisco Public Library	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

P 7)

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

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DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

17/03
draft

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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, July 17 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, July 17, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:12 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter and Higueras. Commissioners Steiman, and Streets, and Strobin were excused.

President Higueras reported that, as the Commission would lose its quorum, he was reordering the agenda taking general Public Comment first, the ILS Implementation Update, then discussion of the Strategic Plan. Other Items would be taken in order if there were sufficient time or if not would be continued to a future meeting.

AGENDA ITEM #6 PUBLIC COMMENT (taken up first)

An anonymous member of the public expressed appreciation for the Commission providing opportunity for public comment and commented on what this person viewed as differing interpretations of the requirements of Prop. E (Library Preservation Fund). Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year, that comfortable chairs and tables for reading while standing be provided in all branches, and disagreed with comments recommending that community rooms be eliminated from any planned expansion of branches. Mr. Peter Warfield expressed disappointment that there was no report on the status of the Library's Budget, noting that the Board of Supervisors had made changes, and commented on President Higueras sending a letter to the Supervisors concerning use of Prop. E funds without discussing it at the Commission.

Commission discussion of AGENDA ITEM #6 PUBLIC COMMENT

President Higueras noted that it was within his prerogative as Commission President to inform members of the Board of Supervisors of his views regarding how they proposed to address matters effecting the Library and noted that any member of the Commission was free to express their views regarding his comments, request a discussion at the Commission, or offer their own views.

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE (taken up second)

The City Librarian provided an informational memo (copy attached) and introduced Library Chief of Technical Services Vivian Pisano, who provided the Commissioners with a detailed background discussion and overview of the many complex sequenced steps involved in the migration to the new ILS system. Ms. Pisano outlined the hard work contributed by the staff Millennium Task Force and described the timeline for progression of processes involved in transitioning to the more intuitive and responsive online system being installed during the end of August. Ms. Pisano recommended Commission approval for a planned closure of the Library over a day and one half schedule deemed necessary by staff based on a similar process recently undertaken by the San Jose Public Library and given the complexity of transitioning the Library's many and complex online services. Ms. Hildreth called attention to Ms. Pisano and the staff teams' careful and skillful planning to make the transition as seamless and smooth as possible.

Public comment on AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE

An anonymous member of the public noted that an explanatory document was provided but not listed and suggested that the proposed closure was mis-timed coming after a weekend. Mr. Ed Regan, while noting opposition to closure found that, if necessary it should be done. Mr. Peter Warfield expressed hope for improvement in the Library's online systems, noting increasing problems with the current system, and wondered if an alternative such as opening libraries for browsers could be considered instead of closing. Mr. Warfield also wondered if there were a backup plan should major problems develop with the transition.

Commission discussion of AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE

In response to questions by President Higueras, Paul Underwood, Deputy City Librarian discussed in some detail the process whereby staff, the library consultant, and Innovative had collaborated to carefully craft a process that prepared for unanticipated problems and provided sufficient time for staff to conduct the transfer of systems. Ms. Pisano reported that the planned closures would begin at 6pm on Monday August 25th, continue through Tuesday, August 26, and conclude with planned reopening at 1PM on August 27, 2003. In response to a query by President Higueras, it was noted that Innovative was committed to taking whatever steps were needed in the event of unforeseen problems to have the system up and running for the public within the time period allowed. Ms. Hildreth discussed aspects of the catch up with the unavoidable backlog of check-in that would be a critical final step prior to opening the new online system to library users. Commissioner Bautista noted that as it was the staff and expert professional judgment that this was the necessary process to migrate to the new system, she fully supported it. In response to a question by Commissioner Coulter regarding having libraries open for browsing only, Mr. Underwood noted that a closure would be the best way to quickly transition to the new system and avoid user frustration. Ms. Hildreth noted that this proposal was carefully considered as the most efficient and effective way to manage the transition.

MOTION: Commissioner Bautista, seconded by Commissioner Chin that the plan for migration to the new ILS system and authorization for a Systemwide closure at 6PM on a weekday followed by an all day closure the next day and a morning closure the following day, (opening at 1PM) as proposed be approved.

ACTION 4-0 AYE (Bautista, Chin, Coulter, and Higueras)

AGENDA ITEM #5 STRATEGIC PLAN PRESENTATION (taken up third)

City Librarian Susan Hildreth introduced library consultant Gail McPartland, who noting the time constraints as the Commission was about to lose it quorum, provided a brief overview of the strategic planning process to date. It was reported that there would be public hearing on the proposed plan on August 21st.

Public comment on AGENDA ITEM #5 STRATEGIC PLAN PRESENTATION

An anonymous member of the public found the proposed plan too vague and in a nutshell did not provide a framework to guide decision making. Mr. Peter Warfield also found it too general in parts and very specific to the point of shaping policy in others. Mr. Warfield noted concerns about sections on the collection, the catalog worked, and addressing matters of common concerns. Mr. Ed Regan expressed concern that the plan did not provide for expanded public service hours and that he would like it if it did so.

Commission discussion of AGENDA ITEM # STRATEGIC PLAN PRESENTATION

President Higueras noted that, given the time available, this was simply a first presentation of a proposal and there would be many other opportunities for additional discussion and comment. Commissioner Coulter noted that there would be significant changes from input from the City Librarian's Advisory Committee (CLAC) and the Community Advisory Committee. Commissioner Chin recommended that the Mission and Values Statement be earlier in the document and that sections under goals and objectives be reordered as Services, Collections, Technology and Facilities. Commissioner Chin noted that the plan should be frank and honest, noting that she did not think it possible that the Library could meet all of the needs identified. President Higueras noting the hour concluded the discussion with the note that it would continue.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on AGENDA ITEM #7 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

The meeting was adjourned at 5:00PM.

Michael Housh, Commission Secretary 7/21/03

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Minutes of the regular Commission Meeting of July 17, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 17, 2003

Item 6:
Public Comment

"I appreciate the commission calling this agenda item. It is a credit to its new-found openness.

I regret the lack of a City Librarian's Report.

Mr. Higueras wrote a letter on behalf of the commission that addresses some of the issues of Proposition E.

This letter is fraught with a number of ironies. This administration has been urging a very loose interpretation of the terms of the Library Preservation Fund.

Now, Mr. Higueras advocates a strict interpretation of those terms. Now that the Board of Supervisors is arguably playing politics with that money which is limited by legal strictures, they are to be reigned in. But the same restriction does not apply to the commission itself when it plays politics with that money.

There are a number of other ironies. The important point is that the priorities of the library itself need to be foremost."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 17, 2003

Item 4:
ILS Implementation Update

"There is an explanatory document for this item, although the agenda does not say so.

The unstated implication is that these particular branches being closed are the only ones open those evenings.

The closure on a Monday means that the preceding days of Saturday and Sunday are short days. Closure for nearly forty-eight hours is not a short time at all.

It easy to abuse closing this institution at the same time that we are telling people that it is an essential information institution. It seems to me that if this is a necessary closure we would want to take it after several long service days in a row.

As every librarian will tell you, there is pent up demand on Monday anyway. Historically Mondays have been crowded days because of the demand after the weekend.

There ought to be a way to have at least some buildings open."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 17, 2003

Item 5:
Strategic Plan Presentation

"I find this whole thing to be too vague.

Since it is going to come up again, I can reserve my detailed comments until that time. But in general my comment is that this does not really give us a framework to make the decisions about the future of this library."

San Francisco Public Library

MEMO

TO: Library Commission
FROM: Vivian Pisano, Chief of Automation and Technical Services
RE: Recommended Library Closure during Migration
DATE: July 15, 2003

The SFPL Millennium Migration Group, working with the Innovative Interfaces, Inc. Implementation Team, has identified key migration events. We have planned the sequence and duration of these events to have minimal impact on our service to the public.

August 20 – 21: Output and load bibliographic, item and authority gap files
August 22 - 23: Output and load patron gap files; disable all patron self-service features
August 23: Stop circulation on DRA
August 23 – 24: Output circulation transactions and holds
August 23 – 25: Conduct offline circulation for checkouts only
August 25 - 26: Load circulation transactions, offline circulation transactions, holds
August 27: Begin online circulation on Millennium

We recommend that that the Library close to the public on Monday, August 25 at 6:00 p.m., all day on Tuesday, August 26, and on the morning of August 27, with all facilities opening at 1 p.m. on August 27. On Monday, August 25, the following facilities would be closed from 6 p.m. to 9 p.m.: Chinatown, Excelsior, Mission, Sunset, West Portal and Western Addition. On Wednesday, August 27, the following facilities would be closed until 1 p.m.: Main, Chinatown, Excelsior, Mission, Ocean View, Richmond, Sunset, West Portal and Western Addition. Main opens at 9am and the branches open at 10am.

During the morning of August 27, staff will continue to review and resolve transaction load error reports; cut-over to new web pages; test circulation screens, OPAC displays and links, receipt printers and self-check screens. Since offline circulation will not process holds, no checkins will be done during offline circulation. The morning of the 27th will also be used to process checkins and holds. We are developing public information regarding the closure that will be widely distributed.

Staff recommends that the Commission authorize the recommended closure.

Library Commission

July 17, 2003

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1. Approval of the Minutes

Explanatory document:

Draft Minutes June 26, 2003

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2. Bond Program Manager's Report

Informational Presentation

None

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

Explanatory document:

Current Budget Report dated 7/17/03

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281

Schedule Report

Explanatory document:

Summary Schedule dated 4/17/03

Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
TODAY No changes

Active Projects Reports New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Plans & Specs (Shell)
  - Planning Charette
- Mission Bay
  - Redesign- 100% DD
  - GMP in August
  - Catellus' Park design

Active Projects Reports New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Contract Negotiations (Fougeron / Group 4)
  - Westwood Park CC&Rs
  - Cooperative Agreement
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations (Stoner Meek / Noll & Tam)
  - Cooperative Agreement

Active Projects Reports New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Upcoming Competition
  - Cooperative Agreement

Active Projects Reports Renovations

- Richmond
  - Prop 14 Application
  - Design Development Phase
- Excelsior
  - Cost Estimate
  - Permit Application
  - Upcoming Bid & Closure
- Noe Valley
  - Building Assessments
  - Upcoming Design Intensive
  - Contract Negotiations (Carey & Co)

Active Projects Reports Renovations

- Marina
  - Planning & Programming
  - Contract Negotiations
- Parkside
  - On hold for RIC determination
- North Beach
  - Contract Negotiations (Leddy Maytum Stacey)
  - Community Surveys

Active Projects Reports Renovations

- Sunset
  - Contract Negotiations (Fougeron)
- West Portal
  - Contract Negotiations (Thomas Hacker)
- Ortega
  - Prop 14 Application
  - Coordination with RPD & DCP

Community Outreach Update

- Library sponsored meetings:

  7/30 North Beach Community Meeting
  6/26-7/23 Glen Park Community Plan
  8/19 Visitacion Valley Community Meeting
  9/16 Portola Community Meeting
  9/23 Visitacion Valley Planning Alliance
- Library invited as guest:

  7/12 Visitacion Valley Planning Alliance
- Other City Boards/Commissions:

  7/9&15 Bd of Sups (Visitacion Valley property porchase)
- Web Site & Newsletter

  www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter issued quarterly

Special Reports

None

3. Joint Use Cooperative Agreements

Explanatory documents:

Memo dated July X, 2003

Sample Joint Use Cooperative Agreement

4. ILS Implementation Update

Explanatory documents:

???

5. Strategic Plan Presentation

Explanatory document:

Draft Strategic Plan 2003-06

6. Public Comment

7. Adjournment

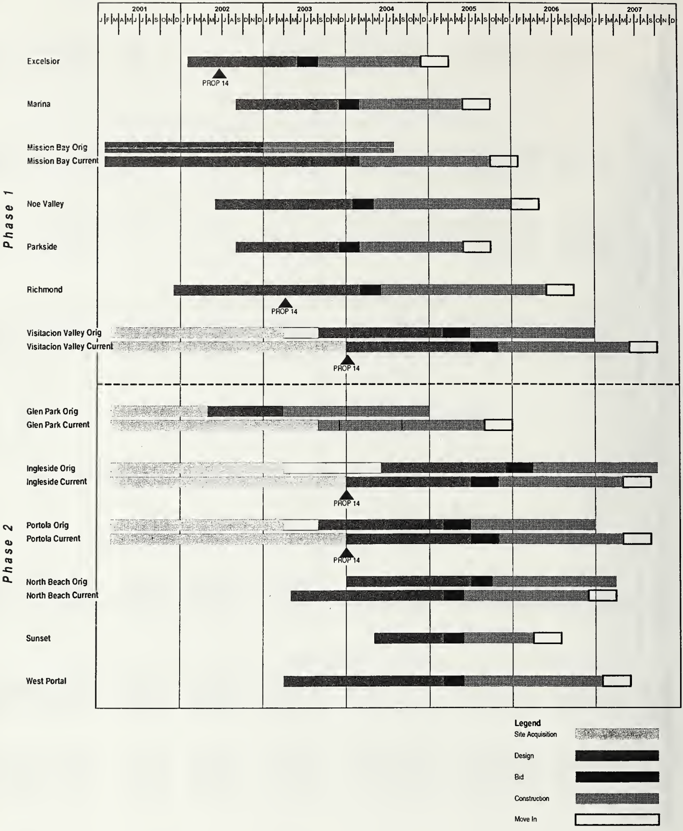
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
July 17, 2003

			BUDGET		REVENUE						EXPENDITURES/ENCUMBRANCES	
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (6/03)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 30-Jun-03 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	27,460	5,891
IN	7516A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	83,415	231
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	14,502	0
VV	7521A	Visitacion Valley	2,090,000	2,806,000	2,806,000	(4)		2,806,000	731,500	731,500	8,022	1,522
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	8,523,064	0
		SUBTOTAL	*16,480,000*	*18,855,000*	*16,955,000*	*1,900,000*	*0*	*18,855,000*	*16,780,500*	*16,780,500*	*8,656,463*	*7,644*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,629,000	(4)		3,629,000	1,400,825	1,400,825	603,291	31,876
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	43,108	0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	155,602	100,942
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	40,780	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	44,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	623,567	103,416
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	34,194	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*1,544,746*	*236,234*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	38,833	114
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	54,514	0
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750	55	0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	17,983	0
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	*5,796,375*	*5,796,375*	*159,434*	*114*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000	(4)		3,629,000		0	18,690	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	70,000	70,000	7,560	4,758
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*70,000*	*70,000*	*69,154*	*4,758*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000	4,699	4,699
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*4,699*	*4,699*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	98,882	9,356
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	96,312	2,038
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	613,025	57,070
RE	7502A	Real Estate Dept	120,000	235,281	235,281			235,281	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	31,008	2,767
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000		0
FE		Furniture & Equipment Reserv	15,000,000	16,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	290,051	0
SF		Program Reserve	1,675,000	4,243,219	4,243,219			4,243,219	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,750,500*	*15,750,500*	*0*	*16,000,000*	*31,750,500*	*4,835,925*	*4,835,925*	*1,249,278*	*71,231*
TOTAL			**133,265,000**	**134,265,000**	**105,865,000**	**10,000,000**	**18,400,000**	**134,265,000**	**43,655,000**	**43,655,000**	**11,683,774**	**324,680**

(1) not used
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

Branch Library Program Summary Schedules

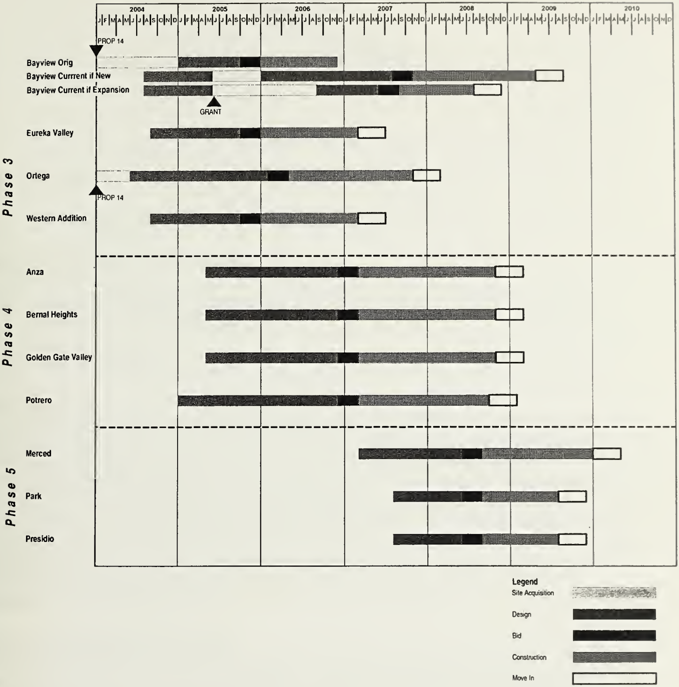
Monthly Bond Program Manager's Report



Phases 1-2
April 17, 2003

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.

- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair /water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________	By: ______________________
San Francisco Public Library	San Francisco Unified School District
Date: ______________________	Date: ______________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center.** This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assisi neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

By: ______________________________
San Francisco Unified School District

Date: ______________________________

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

San Francisco Public Library

SAN FRANCISCO
PUBLIC LIBRARY

STRATEGIC PLAN

2003 – 2006

[JULY 7, 2003 DRAFT]

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN 2003 – 2006

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INTRODUCTION

From its inception, the San Francisco Public Library's ability to achieve and maintain excellence and innovation has been the result of thoughtful planning focused on the needs and interests of the residents of San Francisco.

While the principles of library service are the same today as they were at the beginning of the last century, library services and their methods of delivery have expanded in ways unimagined by our predecessors. Libraries are changing because society, culture and the people we serve are changing. Strategic planning is what has allowed the library to manage these changes without losing sight of our values and our commitment to our community. The Strategic Plan 2003 -2006 is intended to continue to build on our past success by prioritizing and refocusing our energy and resources. Its development and implementation requires us to assess and adjust our efforts in response to a changing environment both within and outside the organization.

Our society is also changing rapidly and the San Francisco Public Library is being proactive as well as responsive to those changes. We are currently facing challenges in the publishing marketplace that may imperil the free and equal access to information that is the mission of the Library. The Library advocates on behalf of policies and services that promote and support our ability to provide that free and equal access to information.

- The June 2003 United States Supreme Court decision deeming the federal Children's Internet Protection Act constitutional has resulted in the requirement that public libraries filter Internet access in order for libraries to qualify for federal telecommunication subsidies. Because both the City and County of San Francisco[1] and the San Francisco Public Library Commission have clearly stated that filters are not suitable when providing public access to the Internet, the Library will forego its federal funding and continue to provide full and open access to all types of information for its users.

- The USA Patriot Act, passed in October 2001 in reaction to the terrible events of 9/11, is further evidence of government intrusion into the lives of its citizens. The City and County of San Francisco and the San Francisco Public Library Commission, although both bodies strongly support maintaining the highest security for our homeland, have gone on record[2] noting that provisions of the Patriot Act impinge on the privacy rights of the general public. The San Francisco Public Library is dedicated to safeguarding the privacy rights of our users and advocates for policies and legislation that protects these rights.

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[1] The San Francisco Board of Supervisors passed Resolution 206-01 on October 1, 2001 which prohibits the use of Internet filtering or content blocking technology on City-owned computers used as public Internet access terminals.

[2] The San Francisco Board of Supervisors passed Resolution 53-03 on January 21, 2003. The San Francisco Public Library Commission passed Resolution 2/03 on February 4, 2003 protecting library users rights to privacy and confidentiality.

The San Francisco Public Library is the community's repository for books and materials about a wide variety of subjects and interests. The provision of information, in books, other print and non-print formats, or electronic form, is the primary role and service of the San Francisco Public Library. Although technology has become a significant factor in the provision of library services, it is not an end in itself. It is only one of the many means to provide information. Books and information are the heart of the library.

We are fortunate in San Francisco to have a wonderful Main Library facility that acts as the repository for all types of information and serves as a support collection for all our branches. The twenty-six branches of the Library, because of their size and community-based nature, provide books, information and recreational reading that serve the immediate needs of their users. Like the branches, the Main Library also serves a neighborhood community and provides that function primarily with services and materials in the First Stop[3] collection and the Children's Center. The roles of the Main Library and the branches complement each other and allow the Library to provide it users with information ranging from in-depth, historical treatment of subjects, to ready reference and current best-sellers. Our system is truly one library collection with twenty-seven entry points; and, with the Library's daily delivery system, materials move from building to building on a daily basis to satisfy the needs of library users.

This strategic plan was developed with input from community members and Library staff. By engaging the community in the planning process, we hope that we have produced a plan that is responsive to the needs of the community and goes beyond what the Library, without that community input, may have projected as its role in the community. By combining the knowledge and guidance of community members and the professional expertise of Library staff, we believe that we can effectively put the Library to work for the community. The San Francisco Public Library is here to meet the needs of its users and to serve as a partner with other agencies and the community at large in strengthening the quality of life in San Francisco.

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[3] First Stop is located on the main entry floor and includes a collection of books, videos, DVD's, CD's and other materials on a variety of popular and current topics and interests.

BACKGROUND

The San Francisco Public Library has had several strategic plans. One of the first examples of plans that incorporated the needs of the community was the plan approved by the Library Commission in 1992. In 1997, the Mayor commissioned an audit of the Library; and one of the key recommendations was the development of a strategic plan. That effort was begun in 1998 by former City Librarian Regina Minudri. The Public Library Association's *Planning for Results* model was used as a basis for that plan. A draft plan was completed in 1999; and, although never officially approved by the Library Commission, that plan has guided the work of library staff over the last several years. Currently, the Board of Supervisors requires that every City department prepare a strategic plan[4]. Because of the City requirement and also due to the changing nature of society and new priorities for the library system, a new planning effort was begun in 2003, again based on the Public Library Association model.

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[4] Charter Section 9.114 regarding Mission Driven Budgets and Charter Section 16.120 regarding Customer Service Plans as part of Chapter 88 of the City Administrative Code.

METHODOLOGY

This Strategic Plan uses the model found in *The New Planning for Results, a Streamlined Approach* by Sandra Nelson for the Public Library Association (Chicago, American Library Association, 2001). The *New Planning for Results* was built on three basic assumptions:

1. Excellence must be defined locally – it results when library services match community needs, interests, and priorities.
2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources.
3. Excellence is a moving target – even when achieved, excellence must be continually maintained.

This method acknowledges there is no national standard for exceptional library service. Just as each community is unique, each library is unique in how it may best meet the needs of its community. To this end, members of the San Francisco community and selected staff, in two separate groups, were invited to a series of meetings devoted to creating a vision of San Francisco and discuss the Library's ability to help make the vision a reality.

First the Community Planning Group[5] was asked to define a vision of San Francisco as a place to live, work and visit. Members were asked to consider the social, economic, political, cultural and demographic make-up of the City. Next members were asked to consider the needs to be met if that vision of San Francisco were to be attained. It will come as no surprise that members desired to improve several situations such as homelessness, educational, cultural, political and socioeconomic issues encountered by residents and visitors on a daily basis. After defining these needs, members were asked to identify those issues the Library could help address.

Second, the Staff Focus Group[6] responded to the identified needs the Library could address by reviewing all library services. With a goal of helping the community achieve its vision, the staff group reviewed services such as collections, reading spaces, facilities improvements, websites, programs and exhibits and much more. Members used this opportunity to brainstorm new services and integrate services that have long been requested by members of the public. The resulting dialogue was structured using a list of thirteen service responses[7] found within the New Planning for Results model. Of those, the Community Planning Group identified and the Staff Focus Group confirmed the three service priorities that are the foundation of this plan. Additionally, the two groups subdivided each service priority into four resource areas: *collections, facilities, technology* and *services*. These areas ensure the plan is balanced in the resources it uses and the services provided so that all library services are represented.

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[5] See Attachment A for a list of participants

[6] See Attachment A for a list of participants

[7] See Attachment B for a list of all library service responses considered during this process.

MISSION

The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

VALUES STATEMENT

The values statement provides the framework that supports the planning and implementation of all the Library service responses.

- Our library users are the reason the Library exists. We provide quality service and treat all library users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to, and supportive of, human differences. Our goal is always to provide excellent customer service.
- We use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity in our city.
- We provide convenient access to facilities, resources and services that meets the needs of library users.
- We advocate for and support policies and procedures that support privacy of all library user records. We value and provide free and equal access to all types of information.
- Our employees are valued as individuals for their important contributions to the organization. An open exchange of ideas is encouraged throughout the library system. We encourage teamwork and collaboration. We support our staff by providing opportunities for growth and professional development
- We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We constantly reassess our services and methods and attempt to see ourselves through the public's eyes.

LIBRARY SERVICE RESPONSES

General Information
A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Lifelong Learning
A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Current Topics and Titles
A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

GOALS

General Information

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature and other library materials in a variety of formats to meet their need for information.

Lifelong Learning

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: Assist all residents of San Francisco who have a desire to grow and learn throughout their lives.

Current Topics and Titles

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access and opportunity to experience the benefit of the diverse cultural activities the City embraces.

GENERAL INFORMATION

*A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.*

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature and other library materials in a variety of formats to meet their need for information.

Collections

1. Improve information resources available for the general public. [Goal 1]

   1.1 Collect books and library materials in a variety of formats relevant to each community, reflecting the history, linguistic diversity, and cultural mosaic of the City.

      1.1.1 Create demographic and unique characteristics profile of each neighborhood. To be implemented in 2004/2005.

      1.1.2 Respond to outcome of 1.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

   1.2 San Francisco Public Library will remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

      1.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

Facilities

2. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting place to visit. [Goal 1]

    2.1 Enhance teen services, a recognized age group currently not receiving adequate library services[8], by creating unique physical spaces in appropriate library facilities.

        2.1.1 Engage the community, and particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

    2.2 Design environments that encourage a positive physical experience to sit, read and study.

        2.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 2.2.1). Guidelines to be implemented by January 2005.

        2.2.2 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

Technology

3. Improve access to information by developing and maintaining a robust technological environment. [Goal 1]

    3.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices.

        3.1.1 Create a secure and robust network environment that provides for use of wireless devices by June 2005.

        3.1.2 Provide wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

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[8] While all library locations have recognizable areas to welcome adults and children, similar spaces for teens generally are not present. At the very age when we start losing them as readers, teens become an invisible population within the library. In order to encourage them to see the Library as relevant to their lives, it is important that we provide a setting that welcomes them and lets them know that their needs and interests are important and valued.

3.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices to enhance public service opportunities. Develop recommendations by January 2005.

3.2 Provide remote access to library services including information resources and materials so residents may use the Library from their home or office anytime day or night.

3.2.1 Continue to develop services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as, homebound, library card application, suggestion form, comment form, etc.) so that services provided within library facilities are also fully available through remote access. To be completed by June 2004.

3.2.2 Continue to develop the Library's website as the primary means of electronic access to information.

Services

4. Library facilities will be community based, providing programming of interest to neighborhoods. [Goal 1]

4.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

4.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5. Outreach to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

5.1 Enhance outreach services to schools, preschools and day care centers to encourage reading and love of learning in children.

5.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.2 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

5.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.3 Seniors, adults and children will benefit from library services delivered to locations throughout the community using the Library's bookmobiles and other mobile services.

5.3.1 Incorporate into outreach strategy and Branch Library Improvement Program[9] alternate service plan to be developed and implemented by 2004/2005.

5.3.2 Incorporate advertising of library services on bookmobiles and other library vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.3.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

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[9] In November 2000, the voters of San Francisco approved Proposition A, a $106 million bond to support the seismic, ADA, and technological renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

LIFELONG LEARNING

*A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities.*

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: Assist all residents of San Francisco who have a desire to grow and learn throughout their lives.

Collections

6. Inspire library users with the joy of reading as a core value. [Goal 3]

    6.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

        6.1.1 Establish collection goals to reflect the outcomes generated from the 13.1.1) and ongoing community input at the local level that is included in the community needs assessment (13.1.2). To be ongoing beginning in fiscal 2004/2005.

        6.1.2 Enhance the collections of materials that reflect the linguistic diversity of the City, for residents of all ages. Attain 10%[10] of book and materials collections budget dedicated to books in other languages. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

Facilities

7. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    7.1 Create reading areas and/or study space to increase the usability and comfort of library facilities by the completion of the Branch Library Improvement Program.

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[10] The level of funding in 2002/2003 was about 6% for books and library materials in non-English languages.

7.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

7.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

7.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

Technology

8. Facilitate the public's ability to effectively use new materials and technologies to stay abreast of trends in the delivery of information. [Goal 2]

8.1 Provide expanded technology opportunities for self-directed learning.

8.1.1 Develop a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

8.2 Expand the Library's curriculum of instruction to include subject-specific topics.

8.2.1 Train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

Services

9. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

9.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

9.1.1 Train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

9.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

9.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

9.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes. Outreach strategy to be developed and implemented by fiscal 2004/2005.

10. Provide learning opportunities for library users to learn how to use the Library's catalog, databases, Internet resources, and to develop their computer skills. Emphasize responding to the needs of persons with disabilities, as appropriate. [Goal 2; Goal 3]

10.1 Insure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

10.2 Provide focused training opportunities to support the development of technology skills of seniors to begin by June 2004 and become ongoing thereafter.

11. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

11.1 Each library facility will develop and implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

12. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

12.1 Document the history of San Francisco by expanding neighborhood photographic archives and neighborhood history collections in selected communities. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

12.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

12.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

CURRENT TOPICS AND TITLES

A library that provides ***Current Topics and Titles*** *helps to fulfill community residents' appetite for literature and information about popular cultural and social trends.*

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats[11] to meet their need for literature and information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access and opportunity to experience the benefit of the diverse cultural activities the City embraces.

Collections

13. Insure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

    13.1 Solicit broad-based community input to ensure book and library materials' collections in all facilities reflect community needs for current topics in a variety of formats and languages.

        13.1.1 Create a community based *Library Collection Development Advisory Committee*[12] to facilitate communication of community needs. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers.

        13.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

        13.1.3 Annually evaluate data on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

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[11] Formats include, for example, books, books on tape, DVD's, and CD's.

[12] This committee will be charged with providing meaningful input to the Library regarding the overall relevancy of book and other library collections in meeting the needs of the communities served by the Library. Composition, meeting frequency, etc to be developed as part of completion of 13.1.1

13.2 Respond to the expressed demand for book and library materials on current topics and titles.

13.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

13.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

13.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

13.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

Facilities

14. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

14.1 Improve delivery of materials throughout the system so that 80%[13] of items requested and available on-shelf are received within 72 hours at the designated pick-up location.

14.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

14.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

14.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 2.2.1).

14.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

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[13] Data and analysis from a 2002/2003 delivery study suggests that currently items take up to 4 to 6 days to reach their destination.

Technology

15. Provide library user self-help opportunities to facilitate ease of use of, and access to, information. [Goal 4]

    15.1 Initiate implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification[14]) for books and other library materials to facilitate users self-service check out of materials, as well as to improve inventory control, resulting in better public service.

    15.1.1 Establish staff task force to research, analyze and make recommendations to Library Administration regarding RFID implementation.

    15.1.2 Incorporate funding for implementation as part of the 2004/2005 Library budget process. Implementation to begin in 2005/2006.

    15.2 Assist users in fulfilling their individual information needs by developing a *My Library* [15] service for customized library services. To be implemented by September 2004.

    15.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as, homebound, library card application, suggestion form, comment form, etc.) in a variety of languages.

    15.2.2 Technology and web staff will be trained in the Library's online system's capabilities to initiate *My Library* service.

    15.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

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[14] Replaces barcode or "zebra" label on books and other library materials with a chip that contains information on the item that facilitates fast and easy checkout of each item.

[15] *My Library* incorporates library user flexibility and options in designing personal library accounts, such as receiving electronic recommendations for reading as new books arrive in interest areas designated by the user.

Services

16. Continue to enhance programs that support the Library's role as a clearing house for cultural, educational programs, events and exhibitions. [Goal 5]

    16.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005.

        16.1.1 Continue to provide programs with partnering institutions such as schools, museums and corporations.

        16.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's *San Francisco Community Services Directory* [16] program.

    16.2 Ensure all residents are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

        16.2.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

        16.2.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

    16.3 Assist local residents in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

        16.3.1 Technology, exhibitions, and web staff will be trained in the Library's online system and web capabilities to initiate ongoing web exhibits.

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[16] This service, available from the Library's website, provides users with information about all San Francisco government agencies, health & human service providers, community-based organizations, museums, cultural institutions, community educational centers, neighborhood-oriented groups, and merchants' associations.

IMPLEMENTATION

The Strategic Plan 2003 – 2006 will be realized through the activities, services and resources we provide. Each library facility, program area, and staff member is charged with developing and carrying out this Strategic Plan.

The City Librarian will convene a staff task force to develop measurable results for each of the activities listed in the Strategic Plan. Measurable results will be key to knowing how well each of the objectives is met over time. Also, as called out in the Strategic Plan, additional task forces will be convened to develop system-wide guidelines to create a positive experience and environment for library users, to develop an outreach strategy to further enhance the Library's connection with the community, and to develop an implementation plan for conversion to radio-frequency identification technology. Also, a broad-based committee will be convened to provide an opportunity for a community-based discussion about the Library's collection development policies and procedures.

Each year, as part of the annual budget process, we will return to the Strategic Plan to measure our progress toward achieving our goals, craft new efforts for the coming year, and reallocate resources as needed.

The success of the plan is strongly based upon the continued development of the knowledge, skills and abilities of all library staff, as well as insuring that the broad and rich diversity of the City in language and culture is mirrored by the Library's staff.

CONCLUSION

Throughout our history, the San Francisco Public Library has constantly updated itself to meet the evolving informational and cultural needs of the diverse community we serve. The Strategic Plan 2003 -2006 renews our commitment to excellent public library service. While providing every library facility and program with a unifying organizational vision and systemwide goals, this Strategic Plan is intended to be broad and flexible enough to tailor services to each unique neighborhood. The Strategic Plan also provides a framework to consider opportunities for new programs and services.

The best way to assure that we have a quality library system well into the future is to continuously reinvent and revitalize ourselves, based on a good understanding of community needs and the ways in which we can respond to those needs. A library that plans makes better decisions, which leads to better library service.

For the coming three years, this plan will shape and guide what we are, what we do, and why we do it.

Attachment A

Strategic Plan Committees

Community Planning Committee

		Affiliation
Luis	Calderon	In-Home Supportive Services
Steve	Coulter	Library Commission
Alan	D'Souza	Librarian Technician, Main
Elizabeth	Genera-Juarez	Librarian Technician, San Francisco Community Database
Bill	Hollabaugh	Advsiory Coucil on Aging
Jane	Hudson	Librarian III, Sunset Branch
John	Kenny	Librarian III, Main
Doug	King	Friends & Foundation of SFPL
Judith	Lujan	San Francisco Unified School District
Andrew	Northrop	Chamber of Commerce
Marcia	Popper	Council of Neighborhood Libraries
Carol	Steiman	Library Commission
Ron	Vinson	Mayor's Office of Neighborbood.Services
Joan	Walton	Council of Neighborhood Libraries
Blaine	Waterman	Librarian I, Main
Jensa	Woo	Librarian II, Potrero Branch
Norman	Yee	San Francisco Foundation
Monique	Zmuda	City & County of San Francisco Controller's Office

Staff Focus Group

Robert	Carlson	Librarian II, North Beach Branch
Carol	Coon	Librarian II, Government Information Center
Elaine	Dang	Management Assistant, Technical Services
Sharon	Dezurick	Librarian II, Glen Park Branch
Margot	Kavanagh	Librarian I, Youth Guidance Center
Joan	Lefkowitz	Media Production Specialist, Main
Betsy	Levine	Librarian I, Teen Services
Katie	Lynds	Librarian III, Chief of Branches Office
Grace	Ruth	Librarian II, Office of Children & Youth Services
Nicole	Termini	Page, Main
Elizabeth	Thacker	Librarian II, Chief of Main Office
Randy	Weaver	Senior Management Assistant, Project Read

Steering Committee

Susan	Hildreth	City Librarian
Toni	Bernardi	Chief, Office of Children & Youth Services
Roberto	Esteves	Chief, Information Resource Management
Gail	McPartland	Facilitator, Peninsula Library Services
Marcia	Schneider	Director, Public Affairs
Paul	Underwood	Deputy City Librarian

ATTACHMENT B
San Francisco Public Library Strategic Plan 2003 - 2006

Library Service Responses presented in the *New Planning for Results: A Streamlined Approach*[17]

FIGURE 9

Library Service Responses

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Business and Career Information

A library that offers Business and Career Information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-sufficient.

Cultural Awareness

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process.

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

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[17] *New Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association. American Library Association. Chicago and London. 2001.

DOCUMENTS DEPT.
SEP - 3 2003
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, July 17 2003. (As approved August 21, 2003)
The San Francisco Public Library Commission held a regular meeting on Thursday, July 17, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:12 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter and Higueras. Commissioners Steiman, and Streets, and Strobin were excused.

President Higueras reported that, as the Commission would lose its quorum, he was reordering the agenda taking general Public Comment first, the ILS Implementation Update, then discussion of the Strategic Plan. Other Items would be taken in order if there were sufficient time or if not would be continued to a future meeting.

AGENDA ITEM #6 PUBLIC COMMENT (taken up first)

An anonymous member of the public expressed appreciation for the Commission providing opportunity for public comment and commented on what this person viewed as differing interpretations of the requirements of Prop. E (Library Preservation Fund). Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year, that comfortable chairs and tables for reading while standing be provided in all branches, and disagreed with comments recommending that community rooms be eliminated from any planned expansion of branches. Mr. Peter Warfield expressed disappointment that there was no report on the status of the Library's Budget, noting that the Board of Supervisors had made changes, and commented on President Higueras sending a letter to the Supervisors concerning use of Prop. E funds without discussing it at the Commission.

Commission discussion of AGENDA ITEM #6 PUBLIC COMMENT

President Higueras noted that it was within his prerogative as Commission President to inform members of the Board of Supervisors of his views regarding how they proposed to address matters effecting the Library and noted that any member of the Commission was free to express their views regarding his comments, request a discussion at the Commission, or offer their own views.

AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE (taken up second)

The City Librarian provided an informational memo (copy attached) and introduced Library Chief of Technical Services Vivian Pisano, who provided the Commissioners with a detailed background discussion and overview of the many complex sequenced steps involved in the migration to the new ILS system. Ms. Pisano outlined the hard work contributed by the staff Millennium Task Force and described the timeline for progression of processes involved in transitioning to the more intuitive and responsive online system being installed during the end of August. Ms. Pisano recommended Commission approval for a planned closure of the Library over a day and one half schedule deemed necessary by staff based on a similar process recently undertaken by the San Jose Public Library and given the complexity of transitioning the Library's many and complex online services. Ms. Hildreth called attention to Ms. Pisano and the staff teams' careful and skillful planning to make the transition as seamless and smooth as possible.

Public comment on AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE

An anonymous member of the public noted that an explanatory document was provided but not listed and suggested that the proposed closure was mis-timed coming after a weekend. Mr. Ed Regan, while noting opposition to closure found that, if necessary it should be done. Mr. Peter Warfield expressed hope for improvement in the Library's online systems, noting increasing problems with the current system, and wondered if an alternative such as opening libraries for browsers could be considered instead of closing. Mr. Warfield also wondered if there were a backup plan should major problems develop with the transition.

Commission discussion of AGENDA ITEM #4 ILS IMPLEMENTATION UPDATE

In response to questions by President Higueras, Paul Underwood, Deputy City Librarian discussed in some detail the process whereby staff, the library consultant, and Innovative had collaborated to carefully craft a process that prepared for unanticipated problems and provided sufficient time for staff to conduct the transfer of systems. Ms. Pisano reported that the planned closures would begin at 6pm on Monday August 25th, continue through Tuesday, August 26, and conclude with planned reopening at 1PM on August 27, 2003. In response to a query by President Higueras, it was noted that Innovative was committed to taking whatever steps were needed in the event of unforeseen problems to have the system up and running for the public within the time period allowed. Ms. Hildreth discussed aspects of the catch up with the unavoidable backlog of check-in that would be a critical final step prior to opening the new online system to library users. Commissioner Bautista noted that as it was the staff and expert professional judgment that this was the necessary process to migrate to the new system, she fully supported it. In response to a question by Commissioner Coulter regarding having libraries open for browsing only, Mr. Underwood noted that a closure would be the best way to quickly transition to the new system and avoid user frustration. Ms. Hildreth noted that this proposal was carefully considered as the most efficient and effective way to manage the transition.

MOTION: Commissioner Bautista, seconded by Commissioner Chin that the plan for migration to the new ILS system and authorization for a Systemwide closure at 6PM on a weekday followed by an all day closure the next day and a morning closure the following day, (opening at 1PM) as proposed be approved.

ACTION 4-0 AYE (Bautista, Chin, Coulter, and Higueras)

AGENDA ITEM #5 STRATEGIC PLAN PRESENTATION (taken up third)

City Librarian Susan Hildreth introduced library consultant Gail McPartland, who noting the time constraints as the Commission was about to lose it quorum, provided a brief overview of the strategic planning process to date. It was reported that there would be public hearing on the proposed plan on August 21st.

Public comment on AGENDA ITEM #5 STRATEGIC PLAN PRESENTATION

An anonymous member of the public found the proposed plan too vague and in a nutshell did not provide a framework to guide decision making. Mr. Peter Warfield also found it too general in parts and very specific to the point of shaping policy in others. Mr. Warfield noted concerns about sections on the collection, the catalog worked, and addressing matters of common concerns. Mr. Ed Regan expressed concern that the plan did not provide for expanded public service hours and that he would like it if it did so.

Commission discussion of AGENDA ITEM # STRATEGIC PLAN PRESENTATION

President Higueras noted that, given the time available, this was simply a first presentation of a proposal and there would be many other opportunities for additional discussion and comment. Commissioner Coulter noted that there would be significant changes from input from the City Librarian's Advisory Committee (CLAC) and the Community Advisory Committee. Commissioner Chin recommended that the Mission and Values Statement be earlier in the document and that sections under goals and objectives be reordered as Services, Collections, Technology and Facilities. Commissioner Chin noted that the plan should be frank and honest, noting that she did not think it possible that the Library could meet all of the needs identified. President Higueras noting the hour concluded the discussion with the note that it would continue.

AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on AGENDA ITEM #7 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

The meeting was adjourned at 5:00PM.

Michael Housh, Commission Secretary 7/21/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of July 17, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 17, 2003

Item 6:
Public Comment

"I appreciate the commission calling this agenda item. It is a credit to its new-found openness.

I regret the lack of a City Librarian's Report.

Mr. Higueras wrote a letter on behalf of the commission that addresses some of the issues of Proposition E.

This letter is fraught with a number of ironies. This administration has been urging a very loose interpretation of the terms of the Library Preservation Fund.

Now, Mr. Higueras advocates a strict interpretation of those terms. Now that the Board of Supervisors is arguably playing politics with that money which is limited by legal strictures, they are to be reigned in. But the same restriction does not apply to the commission itself when it plays politics with that money.

There are a number of other ironies. The important point is that the priorities of the library itself need to be foremost."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 17, 2003

Item 4:
ILS Implementation Update

"There is an explanatory document for this item, although the agenda does not say so.

The unstated implication is that these particular branches being closed are the only ones open those evenings.

The closure on a Monday means that the preceding days of Saturday and Sunday are short days. Closure for nearly forty-eight hours is not a short time at all.

It easy to abuse closing this institution at the same time that we are telling people that it is an essential information institution. It seems to me that if this is a necessary closure we would want to take it after several long service days in a row.

As every librarian will tell you, there is pent up demand on Monday anyway. Historically Mondays have been crowded days because of the demand after the weekend.

There ought to be a way to have at least some buildings open."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 17, 2003

Item 5:
Strategic Plan Presentation

"I find this whole thing to be too vague.

Since it is going to come up again, I can reserve my detailed comments until that time. But in general my comment is that this does not really give us a framework to make the decisions about the future of this library."

San Francisco Public Library

MEMO

TO: Library Commission
FROM: Vivian Pisano, Chief of Automation and Technical Services
RE: Recommended Library Closure during Migration
DATE: July 15, 2003

The SFPL Millennium Migration Group, working with the Innovative Interfaces, Inc. Implementation Team, has identified key migration events. We have planned the sequence and duration of these events to have minimal impact on our service to the public.

August 20 – 21: Output and load bibliographic, item and authority gap files
August 22 - 23: Output and load patron gap files; disable all patron self-service features
August 23: Stop circulation on DRA
August 23 – 24: Output circulation transactions and holds
August 23 – 25: Conduct offline circulation for checkouts only
August 25 - 26: Load circulation transactions, offline circulation transactions, holds
August 27: Begin online circulation on Millennium

We recommend that that the Library close to the public on Monday, August 25 at 6:00 p.m., all day on Tuesday, August 26, and on the morning of August 27, with all facilities opening at 1 p.m. on August 27. On Monday, August 25, the following facilities would be closed from 6 p.m. to 9 p.m.: Chinatown, Excelsior, Mission, Sunset, West Portal and Western Addition. On Wednesday, August 27, the following facilities would be closed until 1 p.m.: Main, Chinatown, Excelsior, Mission, Ocean View, Richmond, Sunset, West Portal and Western Addition. Main opens at 9am and the branches open at 10am.

During the morning of August 27, staff will continue to review and resolve transaction load error reports; cut-over to new web pages; test circulation screens, OPAC displays and links, receipt printers and self-check screens. Since offline circulation will not process holds, no checkins will be done during offline circulation. The morning of the 27th will also be used to process checkins and holds. We are developing public information regarding the closure that will be widely distributed.

Staff recommends that the Commission authorize the recommended closure.

Library Commission

July 17, 2003

1. Approval of the Minutes

Explanatory document:

Draft Minutes June 26, 2003

2. Bond Program Manager's Report

Informational Presentation

None

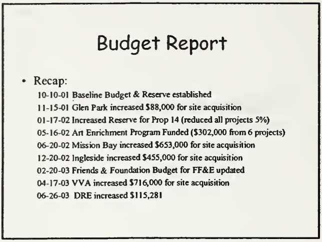
Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

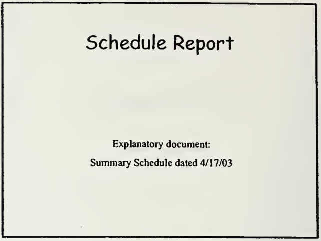
Explanatory document:

Current Budget Report dated 7/17/03



Budget Report

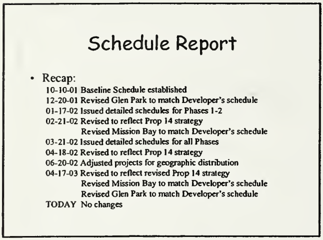
- Recap:
  10-10-01 Baseline Budget & Reserve established
  11-15-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 Friends & Foundation Budget for FF&E updated
  04-17-03 VVA increased $716,000 for site acquisition
  06-26-03 DRE increased $115,281



Schedule Report

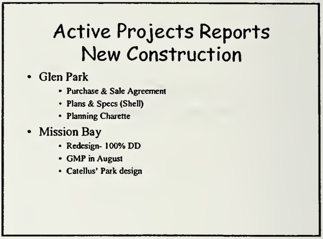
Explanatory document:

Summary Schedule dated 4/17/03



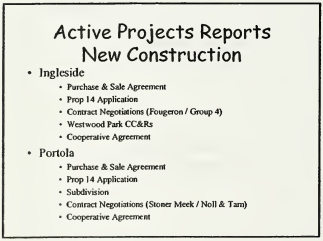
Schedule Report

- Recap:
  10-10-01 Baseline Schedule established
  12-20-01 Revised Glen Park to match Developer's schedule
  01-17-02 Issued detailed schedules for Phases 1-2
  02-21-02 Revised to reflect Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  03-21-02 Issued detailed schedules for all Phases
  04-18-02 Revised to reflect Prop 14 strategy
  06-20-02 Adjusted projects for geographic distribution
  04-17-03 Revised to reflect revised Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  Revised Glen Park to match Developer's schedule
  TODAY No changes



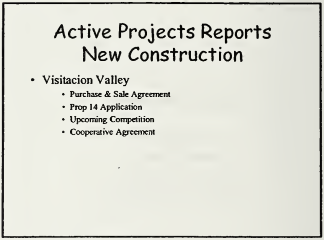
Active Projects Reports New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Plans & Specs (Shell)
  - Planning Charette
- Mission Bay
  - Redesign- 100% DD
  - GMP in August
  - Catellus' Park design



Active Projects Reports New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Contract Negotiations (Fougeron / Group 4)
  - Westwood Park CC&Rs
  - Cooperative Agreement
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations (Stoner Meek / Noll & Tam)
  - Cooperative Agreement



Active Projects Reports New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Upcoming Competition
  - Cooperative Agreement

Active Projects Reports Renovations

- Richmond
  - Prop 14 Application
  - Design Development Phase
- Excelsior
  - Cost Estimate
  - Permit Application
  - Upcoming Bid & Closure
- Noe Valley
  - Building Assessments
  - Upcoming Design Intensive
  - Contract Negotiations (Carey & Co)

Active Projects Reports Renovations

- Marina
  - Planning & Programming
  - Contract Negotiations
- Parkside
  - On hold for RIC determination
- North Beach
  - Contract Negotiations (Leddy Maytum Stacey)
  - Community Surveys

Active Projects Reports Renovations

- Sunset
  - Contract Negotiations (Fougeron)
- West Portal
  - Contract Negotiations (Thomas Hacker)
- Ortega
  - Prop 14 Application
  - Coordination with RPD & DCP

Community Outreach Update

- Library sponsored meetings:
  - 7/30 North Beach Community Meeting
  - 6/26-7/23 Glen Park Community Plan
  - 8/19 Visitacion Valley Community Meeting
  - 9/16 Portola Community Meeting
  - 9/23 Visitacion Valley Planning Alliance
- Library invited as guest:
  - 7/12 Visitacion Valley Planning Alliance
- Other City Boards/Commissions:
  - 7/9&15 Bd of Sups (Visitacion Valley property purchase)
- Web Site & Newsletter
  - www.sfpl.org/news/blip/improvementprogram.htm
  - Newsletter issued quarterly

Special Reports

None

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3. Joint Use Cooperative Agreements

Explanatory documents:

Memo dated July X, 2003

Sample Joint Use Cooperative Agreement

4. ILS Implementation Update

Explanatory documents:

???

5. Strategic Plan Presentation

Explanatory document:

Draft Strategic Plan 2003-06

6. Public Comment

7. Adjournment

	JOB #	Branch	BUDGET		REVENUE						EXPENDITURES/ENCUMBRANCES	
			Baseline Budget (10/01)	Approved Budget (6/03)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 30-Jun-03 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,428,000	3,428,000	27,460	5,891
IN	7516A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	83,415	231
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	14,502	0
VV	7521A	Visitacion Valley	2,090,000	2,806,000	2,806,000	(4)		2,806,000	731,500	731,500	8,022	1,522
SC	7523A	Support Services	9,080,000	8,626,000	8,626,000			8,626,000	8,626,000	8,626,000	8,523,064	0
		SUBTOTAL	*16,480,000*	*18,855,000*	*16,955,000*	*1,900,000*	*0*	*18,855,000*	*16,780,500*	*16,780,500*	*8,656,463*	*7,644*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,629,000	(4)		3,629,000	1,400,825	1,400,825	603,291	31,876
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	3,904,500	3,904,500	43,108	0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	155,602	100,942
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,375	1,047,375	40,780	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	44,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	623,567	103,416
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	34,194	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*16,107,200*	*16,107,200*	*1,544,746*	*236,234*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	38,833	114
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	54,514	0
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750	55	0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,234	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	17,983	0
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	*5,796,375*	*5,796,375*	*159,434*	*114*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000	(4)		3,629,000		0	18,690	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	70,000	70,000	7,560	4,758
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*70,000*	*70,000*	*69,154*	*4,758*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000	15,000	4,699	4,699
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*15,000*	*4,699*	*4,699*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	98,882	9,356
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	96,312	2,038
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	613,025	57,070
RE	7502A	Real Estate Dept	120,000	235,281	235,281			235,281	120,000	120,000	120,000	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	31,008	2,767
RM		Relocation & Moving Reserve	4,360,000	4,320,000	4,320,000			4,320,000	1,080,000	1,080,000		0
FE		Furniture & Equipment Reserv	15,000,000	16,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	290,051	0
SF		Program Reserve	1,675,000	4,243,219	4,243,219			4,243,219	818,981	818,981		0
		SUBTOTAL	*27,805,000*	*31,750,500*	*15,750,500*	*0*	*16,000,000*	*31,750,500*	*4,835,925*	*4,835,925*	*1,249,278*	*71,231*
TOTAL			133,265,000	134,265,000	105,865,000	10,000,000	18,400,000	134,265,000	43,655,000	43,655,000	11,683,774	324,680

(1) not used

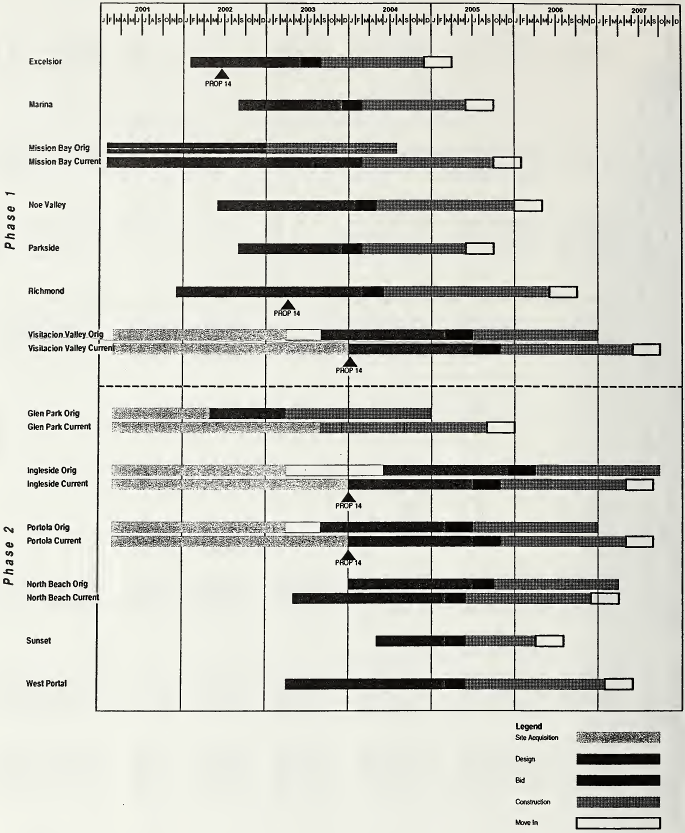
(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.

(4) Prop. 14 applications may be submitted for these projects

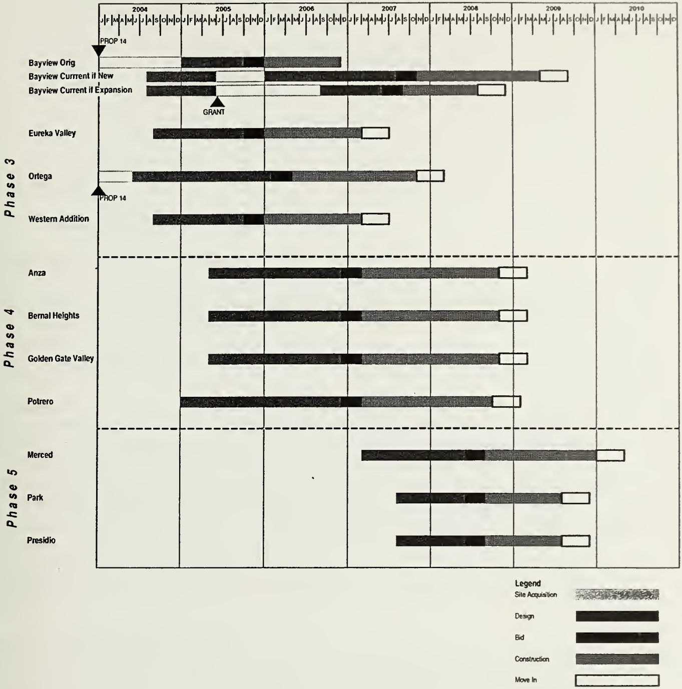
Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

Date: ______________________________

By: ______________________________
San Francisco Unified School District

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.
- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair /water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ San Francisco Public Library	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN

2003 – 2006

[JULY 7, 2003 DRAFT]

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN 2003 – 2006

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INTRODUCTION

From its inception, the San Francisco Public Library's ability to achieve and maintain excellence and innovation has been the result of thoughtful planning focused on the needs and interests of the residents of San Francisco.

While the principles of library service are the same today as they were at the beginning of the last century, library services and their methods of delivery have expanded in ways unimagined by our predecessors. Libraries are changing because society, culture and the people we serve are changing. Strategic planning is what has allowed the library to manage these changes without losing sight of our values and our commitment to our community. The Strategic Plan 2003 -2006 is intended to continue to build on our past success by prioritizing and refocusing our energy and resources. Its development and implementation requires us to assess and adjust our efforts in response to a changing environment both within and outside the organization.

Our society is also changing rapidly and the San Francisco Public Library is being proactive as well as responsive to those changes. We are currently facing challenges in the publishing marketplace that may imperil the free and equal access to information that is the mission of the Library. The Library advocates on behalf of policies and services that promote and support our ability to provide that free and equal access to information.

- The June 2003 United States Supreme Court decision deeming the federal Children's Internet Protection Act constitutional has resulted in the requirement that public libraries filter Internet access in order for libraries to qualify for federal telecommunication subsidies. Because both the City and County of San Francisco[1] and the San Francisco Public Library Commission have clearly stated that filters are not suitable when providing public access to the Internet, the Library will forego its federal funding and continue to provide full and open access to all types of information for its users.

- The USA Patriot Act, passed in October 2001 in reaction to the terrible events of 9/11, is further evidence of government intrusion into the lives of its citizens. The City and County of San Francisco and the San Francisco Public Library Commission, although both bodies strongly support maintaining the highest security for our homeland, have gone on record[2] noting that provisions of the Patriot Act impinge on the privacy rights of the general public. The San Francisco Public Library is dedicated to safeguarding the privacy rights of our users and advocates for policies and legislation that protects these rights.

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[1] The San Francisco Board of Supervisors passed Resolution 206-01 on October 1, 2001 which prohibits the use of Internet filtering or content blocking technology on City-owned computers used as public Internet access terminals.

[2] The San Francisco Board of Supervisors passed Resolution 53-03 on January 21, 2003. The San Francisco Public Library Commission passed Resolution 2/03 on February 4, 2003 protecting library users rights to privacy and confidentiality.

The San Francisco Public Library is the community's repository for books and materials about a wide variety of subjects and interests. The provision of information, in books, other print and non-print formats, or electronic form, is the primary role and service of the San Francisco Public Library. Although technology has become a significant factor in the provision of library services, it is not an end in itself. It is only one of the many means to provide information. Books and information are the heart of the library.

We are fortunate in San Francisco to have a wonderful Main Library facility that acts as the repository for all types of information and serves as a support collection for all our branches. The twenty-six branches of the Library, because of their size and community-based nature, provide books, information and recreational reading that serve the immediate needs of their users. Like the branches, the Main Library also serves a neighborhood community and provides that function primarily with services and materials in the First Stop[3] collection and the Children's Center. The roles of the Main Library and the branches complement each other and allow the Library to provide it users with information ranging from in-depth, historical treatment of subjects, to ready reference and current best-sellers. Our system is truly one library collection with twenty-seven entry points; and, with the Library's daily delivery system, materials move from building to building on a daily basis to satisfy the needs of library users.

This strategic plan was developed with input from community members and Library staff. By engaging the community in the planning process, we hope that we have produced a plan that is responsive to the needs of the community and goes beyond what the Library, without that community input, may have projected as its role in the community. By combining the knowledge and guidance of community members and the professional expertise of Library staff, we believe that we can effectively put the Library to work for the community. The San Francisco Public Library is here to meet the needs of its users and to serve as a partner with other agencies and the community at large in strengthening the quality of life in San Francisco.

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[3] First Stop is located on the main entry floor and includes a collection of books, videos, DVD's, CD's and other materials on a variety of popular and current topics and interests.

BACKGROUND

The San Francisco Public Library has had several strategic plans. One of the first examples of plans that incorporated the needs of the community was the plan approved by the Library Commission in 1992. In 1997, the Mayor commissioned an audit of the Library; and one of the key recommendations was the development of a strategic plan. That effort was begun in 1998 by former City Librarian Regina Minudri. The Public Library Association's *Planning for Results* model was used as a basis for that plan. A draft plan was completed in 1999; and, although never officially approved by the Library Commission, that plan has guided the work of library staff over the last several years. Currently, the Board of Supervisors requires that every City department prepare a strategic plan[4]. Because of the City requirement and also due to the changing nature of society and new priorities for the library system, a new planning effort was begun in 2003, again based on the Public Library Association model.

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[4] Charter Section 9.114 regarding Mission Driven Budgets and Charter Section 16.120 regarding Customer Service Plans as part of Chapter 88 of the City Administrative Code.

METHODOLOGY

This Strategic Plan uses the model found in *The New Planning for Results, a Streamlined Approach* by Sandra Nelson for the Public Library Association (Chicago, American Library Association, 2001). The *New Planning for Results* was built on three basic assumptions:

1. Excellence must be defined locally – it results when library services match community needs, interests, and priorities.
2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources.
3. Excellence is a moving target – even when achieved, excellence must be continually maintained.

This method acknowledges there is no national standard for exceptional library service. Just as each community is unique, each library is unique in how it may best meet the needs of its community. To this end, members of the San Francisco community and selected staff, in two separate groups, were invited to a series of meetings devoted to creating a vision of San Francisco and discuss the Library's ability to help make the vision a reality.

First the Community Planning Group[5] was asked to define a vision of San Francisco as a place to live, work and visit. Members were asked to consider the social, economic, political, cultural and demographic make-up of the City. Next members were asked to consider the needs to be met if that vision of San Francisco were to be attained. It will come as no surprise that members desired to improve several situations such as homelessness, educational, cultural, political and socioeconomic issues encountered by residents and visitors on a daily basis. After defining these needs, members were asked to identify those issues the Library could help address.

Second, the Staff Focus Group[6] responded to the identified needs the Library could address by reviewing all library services. With a goal of helping the community achieve its vision, the staff group reviewed services such as collections, reading spaces, facilities improvements, websites, programs and exhibits and much more. Members used this opportunity to brainstorm new services and integrate services that have long been requested by members of the public. The resulting dialogue was structured using a list of thirteen service responses[7] found within the New Planning for Results model. Of those, the Community Planning Group identified and the Staff Focus Group confirmed the three service priorities that are the foundation of this plan. Additionally, the two groups subdivided each service priority into four resource areas: *collections, facilities, technology* and *services*. These areas ensure the plan is balanced in the resources it uses and the services provided so that all library services are represented.

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[5] See Attachment A for a list of participants
[6] See Attachment A for a list of participants
[7] See Attachment B for a list of all library service responses considered during this process.

MISSION

The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

VALUES STATEMENT

The values statement provides the framework that supports the planning and implementation of all the Library service responses.

- Our library users are the reason the Library exists. We provide quality service and treat all library users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to, and supportive of, human differences. Our goal is always to provide excellent customer service.

- We use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity in our city.

- We provide convenient access to facilities, resources and services that meets the needs of library users.

- We advocate for and support policies and procedures that support privacy of all library user records. We value and provide free and equal access to all types of information.

- Our employees are valued as individuals for their important contributions to the organization. An open exchange of ideas is encouraged throughout the library system. We encourage teamwork and collaboration. We support our staff by providing opportunities for growth and professional development

- We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We constantly reassess our services and methods and attempt to see ourselves through the public's eyes.

LIBRARY SERVICE RESPONSES

General Information
A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Lifelong Learning
A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Current Topics and Titles
A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

GOALS

General Information

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature and other library materials in a variety of formats to meet their need for information.

Lifelong Learning

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: Assist all residents of San Francisco who have a desire to grow and learn throughout their lives.

Current Topics and Titles

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access and opportunity to experience the benefit of the diverse cultural activities the City embraces.

GENERAL INFORMATION

*A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.*

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature and other library materials in a variety of formats to meet their need for information.

Collections

1. Improve information resources available for the general public. [Goal 1]

   1.1 Collect books and library materials in a variety of formats relevant to each community, reflecting the history, linguistic diversity, and cultural mosaic of the City.

      1.1.1 Create demographic and unique characteristics profile of each neighborhood. To be implemented in 2004/2005.

      1.1.2 Respond to outcome of 1.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

   1.2 San Francisco Public Library will remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

      1.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

Facilities

2. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting place to visit. [Goal 1]

   2.1 Enhance teen services, a recognized age group currently not receiving adequate library services[8], by creating unique physical spaces in appropriate library facilities.

      2.1.1 Engage the community, and particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

   2.2 Design environments that encourage a positive physical experience to sit, read and study.

      2.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 2.2.1). Guidelines to be implemented by January 2005.

      2.2.2 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

Technology

3. Improve access to information by developing and maintaining a robust technological environment. [Goal 1]

   3.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices.

      3.1.1 Create a secure and robust network environment that provides for use of wireless devices by June 2005.

      3.1.2 Provide wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

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[8] While all library locations have recognizable areas to welcome adults and children, similar spaces for teens generally are not present. At the very age when we start losing them as readers, teens become an invisible population within the library. In order to encourage them to see the Library as relevant to their lives, it is important that we provide a setting that welcomes them and lets them know that their needs and interests are important and valued.

3.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices to enhance public service opportunities. Develop recommendations by January 2005.

3.2 Provide remote access to library services including information resources and materials so residents may use the Library from their home or office anytime day or night.

3.2.1 Continue to develop services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as, homebound, library card application, suggestion form, comment form, etc.) so that services provided within library facilities are also fully available through remote access. To be completed by June 2004.

3.2.2 Continue to develop the Library's website as the primary means of electronic access to information.

Services

4. Library facilities will be community based, providing programming of interest to neighborhoods. [Goal 1]

4.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

4.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5. Outreach to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

5.1 Enhance outreach services to schools, preschools and day care centers to encourage reading and love of learning in children.

5.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.2 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

5.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.3 Seniors, adults and children will benefit from library services delivered to locations throughout the community using the Library's bookmobiles and other mobile services.

5.3.1 Incorporate into outreach strategy and Branch Library Improvement Program[9] alternate service plan to be developed and implemented by 2004/2005.

5.3.2 Incorporate advertising of library services on bookmobiles and other library vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

5.3.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

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[9] In November 2000, the voters of San Francisco approved Proposition A, a $106 million bond to support the seismic, ADA, and technological renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

LIFELONG LEARNING

*A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities.*

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: Assist all residents of San Francisco who have a desire to grow and learn throughout their lives.

Collections

6. Inspire library users with the joy of reading as a core value. [Goal 3]

    6.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

        6.1.1 Establish collection goals to reflect the outcomes generated from the 13.1.1) and ongoing community input at the local level that is included in the community needs assessment (13.1.2). To be ongoing beginning in fiscal 2004/2005.

        6.1.2 Enhance the collections of materials that reflect the linguistic diversity of the City, for residents of all ages. Attain 10%[10] of book and materials collections budget dedicated to books in other languages. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

Facilities

7. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    7.1 Create reading areas and/or study space to increase the usability and comfort of library facilities by the completion of the Branch Library Improvement Program.

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[10] The level of funding in 2002/2003 was about 6% for books and library materials in non-English languages.

7.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

7.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

7.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

Technology

8. Facilitate the public's ability to effectively use new materials and technologies to stay abreast of trends in the delivery of information. [Goal 2]

8.1 Provide expanded technology opportunities for self-directed learning.

8.1.1 Develop a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

8.2 Expand the Library's curriculum of instruction to include subject-specific topics.

8.2.1 Train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

Services

9. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

9.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

9.1.1 Train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

9.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

9.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

9.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes. Outreach strategy to be developed and implemented by fiscal 2004/2005.

10. Provide learning opportunities for library users to learn how to use the Library's catalog, databases, Internet resources, and to develop their computer skills. Emphasize responding to the needs of persons with disabilities, as appropriate. [Goal 2; Goal 3]

10.1 Insure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

10.2 Provide focused training opportunities to support the development of technology skills of seniors to begin by June 2004 and become ongoing thereafter.

11. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

11.1 Each library facility will develop and implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

12. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

12.1 Document the history of San Francisco by expanding neighborhood photographic archives and neighborhood history collections in selected communities. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

12.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

12.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

CURRENT TOPICS AND TITLES

A library that provides ***Current Topics and Titles*** *helps to fulfill community residents' appetite for literature and information about popular cultural and social trends.*

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats[11] to meet their need for literature and information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access and opportunity to experience the benefit of the diverse cultural activities the City embraces.

Collections

13. Insure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

    13.1 Solicit broad-based community input to ensure book and library materials' collections in all facilities reflect community needs for current topics in a variety of formats and languages.

        13.1.1 Create a community based *Library Collection Development Advisory Committee*[12] to facilitate communication of community needs. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers.

        13.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

        13.1.3 Annually evaluate data on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

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[11] Formats include, for example, books, books on tape, DVD's, and CD's.

[12] This committee will be charged with providing meaningful input to the Library regarding the overall relevancy of book and other library collections in meeting the needs of the communities served by the Library. Composition, meeting frequency, etc to be developed as part of completion of 13.1.1

13.2 Respond to the expressed demand for book and library materials on current topics and titles.

13.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

13.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

13.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

13.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

Facilities

14. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

14.1 Improve delivery of materials throughout the system so that 80%[13] of items requested and available on-shelf are received within 72 hours at the designated pick-up location.

14.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

14.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

14.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 2.2.1).

14.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

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[13] Data and analysis from a 2002/2003 delivery study suggests that currently items take up to 4 to 6 days to reach their destination.

Technology

15. Provide library user self-help opportunities to facilitate ease of use of, and access to, information. [Goal 4]

    15.1 Initiate implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification[14]) for books and other library materials to facilitate users self-service check out of materials, as well as to improve inventory control, resulting in better public service.

    15.1.1 Establish staff task force to research, analyze and make recommendations to Library Administration regarding RFID implementation.

    15.1.2 Incorporate funding for implementation as part of the 2004/2005 Library budget process. Implementation to begin in 2005/2006.

    15.2 Assist users in fulfilling their individual information needs by developing a *My Library* [15] service for customized library services. To be implemented by September 2004.

    15.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as, homebound, library card application, suggestion form, comment form, etc.) in a variety of languages.

    15.2.2 Technology and web staff will be trained in the Library's online system's capabilities to initiate *My Library* service.

    15.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

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[14] Replaces barcode or "zebra" label on books and other library materials with a chip that contains information on the item that facilitates fast and easy checkout of each item.

[15] *My Library* incorporates library user flexibility and options in designing personal library accounts, such as receiving electronic recommendations for reading as new books arrive in interest areas designated by the user.

Services

16. Continue to enhance programs that support the Library's role as a clearing house for cultural, educational programs, events and exhibitions. [Goal 5]

    16.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005.

    16.1.1 Continue to provide programs with partnering institutions such as schools, museums and corporations.

    16.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's *San Francisco Community Services Directory* [16] program.

    16.2 Ensure all residents are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

    16.2.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

    16.2.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

    16.3 Assist local residents in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

    16.3.1 Technology, exhibitions, and web staff will be trained in the Library's online system and web capabilities to initiate ongoing web exhibits.

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[16] This service, available from the Library's website, provides users with information about all San Francisco government agencies, health & human service providers, community-based organizations, museums, cultural institutions, community educational centers, neighborhood-oriented groups, and merchants' associations.

IMPLEMENTATION

The Strategic Plan 2003 – 2006 will be realized through the activities, services and resources we provide. Each library facility, program area, and staff member is charged with developing and carrying out this Strategic Plan.

The City Librarian will convene a staff task force to develop measurable results for each of the activities listed in the Strategic Plan. Measurable results will be key to knowing how well each of the objectives is met over time. Also, as called out in the Strategic Plan, additional task forces will be convened to develop system-wide guidelines to create a positive experience and environment for library users, to develop an outreach strategy to further enhance the Library's connection with the community, and to develop an implementation plan for conversion to radio-frequency identification technology. Also, a broad-based committee will be convened to provide an opportunity for a community-based discussion about the Library's collection development policies and procedures.

Each year, as part of the annual budget process, we will return to the Strategic Plan to measure our progress toward achieving our goals, craft new efforts for the coming year, and reallocate resources as needed.

The success of the plan is strongly based upon the continued development of the knowledge, skills and abilities of all library staff, as well as insuring that the broad and rich diversity of the City in language and culture is mirrored by the Library's staff.

CONCLUSION

Throughout our history, the San Francisco Public Library has constantly updated itself to meet the evolving informational and cultural needs of the diverse community we serve. The Strategic Plan 2003 -2006 renews our commitment to excellent public library service. While providing every library facility and program with a unifying organizational vision and systemwide goals, this Strategic Plan is intended to be broad and flexible enough to tailor services to each unique neighborhood. The Strategic Plan also provides a framework to consider opportunities for new programs and services.

The best way to assure that we have a quality library system well into the future is to continuously reinvent and revitalize ourselves, based on a good understanding of community needs and the ways in which we can respond to those needs. A library that plans makes better decisions, which leads to better library service.

For the coming three years, this plan will shape and guide what we are, what we do, and why we do it.

Attachment A

Strategic Plan Committees

Community Planning Committee

		Affiliation
Luis	Calderon	In-Home Supportive Services
Steve	Coulter	Library Commission
Alan	D'Souza	Librarian Technician, Main
Elizabeth	Genera-Juarez	Librarian Technician, San Francisco Community Database
Bill	Hollabaugh	Advsiory Coucil on Aging
Jane	Hudson	Librarian III, Sunset Branch
John	Kenny	Librarian III, Main
Doug	King	Friends & Foundation of SFPL
Judith	Lujan	San Francisco Unified School District
Andrew	Northrop	Chamber of Commerce
Marcia	Popper	Council of Neighborhood Libraries
Carol	Steiman	Library Commission
Ron	Vinson	Mayor's Office of Neighborbood.Services
Joan	Walton	Council of Neighborhood Libraries
Blaine	Waterman	Librarian I, Main
Jensa	Woo	Librarian II, Potrero Branch
Norman	Yee	San Francisco Foundation
Monique	Zmuda	City & County of San Francisco Controller's Office

Staff Focus Group

Robert	Carlson	Librarian II, North Beach Branch
Carol	Coon	Librarian II, Government Information Center
Elaine	Dang	Management Assistant, Technical Services
Sharon	Dezurick	Librarian II, Glen Park Branch
Margot	Kavanagh	Librarian I, Youth Guidance Center
Joan	Lefkowitz	Media Production Specialist, Main
Betsy	Levine	Librarian I, Teen Services
Katie	Lynds	Librarian III, Chief of Branches Office
Grace	Ruth	Librarian II, Office of Children & Youth Services
Nicole	Termini	Page, Main
Elizabeth	Thacker	Librarian II, Chief of Main Office
Randy	Weaver	Senior Management Assistant, Project Read

Steering Committee

Susan	Hildreth	City Librarian
Toni	Bernardi	Chief, Office of Children & Youth Services
Roberto	Esteves	Chief, Information Resource Management
Gail	McPartland	Facilitator, Peninsula Library Services
Marcia	Schneider	Director, Public Affairs
Paul	Underwood	Deputy City Librarian

ATTACHMENT B
San Francisco Public Library Strategic Plan 2003 - 2006

Library Service Responses presented in the *New Planning for Results: A Streamlined Approach*[17]

FIGURE 9

Library Service Responses

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Business and Career Information

A library that offers Business and Career Information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-sufficient.

Cultural Awareness

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process.

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

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[17] *New Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association. American Library Association. Chicago and London. 2001.

DOCUMENTS DEPT.

AUG - 4 2003

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

03

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, August 7, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Villie L. Brown, Jr.
Aayor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

elen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
eborah Strobin
ommissioners

usan Hildreth
ity Librarian

ichael Housh
ommission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 5, 2003.
Explanatory document: draft Minutes

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of June 26, 2003.
Explanatory document: draft Minutes

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: Tool Lending Center status update, the CIPA decision; 02/03 Statistics report, Ocean View Branch public art enhancement; and exhibits and programs

4. 03/04 LIBRARY BUDGET UPDATE DISCUSSION
Presentation on and discussion of the Library's FY2003/04 Budget as approved by the Board of Supervisors.
Explanatory document: 03/04 Library Budget report

5. JOINT USE COOPERATIVE AGREEMENTS - SFPL & SFUSD ACTION
Presentation and discussion of Cooperative Agreements for Ingleside Branch – Aptos Middle School / Ortega Branch – A.P. Gianni Middle School, Sunset Elementary School /Visitacion Valley Branch – Visitacion Valley Middle School, Visitacion Valley Elementary School between the Library and the San Francisco Unified School District (SFUSD) and possible action to approve resolutions recommending Board of Supervisors' approval of the proposed agreements.
Explanatory document: informational memo and Joint Use Cooperative Agreements/resolutions

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

6. AFFINITY CENTERS UPDATE REPORT DISCUSSION

Presentation of and discussion of reports concerning the activities of the Steve Silver and Wallace Stegner Affinity Centers.

7. MAIN LIBRARY (POE) REPORT DISCUSSION

Presentation and discussion of an update report on POE related Main Library Post occupancy evaluation Report related projects.

8. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

8/4/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

San Francisco Public Library
100 Larkin Street San Francisco, CA 94102

July 31, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET**

On July 31, 2003, the Mayor signed the City's $4.9 billion budget for 2003-04 which included $55.595 million for Library services. As a result of actions taken by the Mayor and the Board of Supervisors, the Library's approved budget is $964,000 greater than the budget approved by the Library Commission. The increase includes $150,000 added by the Mayor to support the hospital library operated by the Department of Public Health (DPH); and $1,000,000 added by the Budget Committee for school libraries ($500,000) and for neighborhood library facilities ($500,000).

The DPH allocation is funded by Library Preservation Fund (LPF) baseline revenue; the allocation for neighborhood library facilities is funded by LPF reserves; and the allocation for school libraries is funded by LPF baseline revenue ($176,000), LPF reserves ($138,000); and redirection of $186,000 that was budgeted to increase the Library's books and materials budget. With the redirection of the $186,000 the allocation for school libraries resulted in a net budgetary increase of $314,000.

This budget was difficult to prepare and difficult to manage through the process. Proposition E revenue projections changed frequently as the Controller updated his forecast. The January 2003 estimate – the projection on which the Library's February budget was based – changed significantly in March 2003 and again in May 2003. Between January 2003 and May 2003, estimated revenue allocations required by the Charter declined by $1.4 million. However, during the Budget Committee hearing on June 25, 2003, we learned that the Controller's updated projection included an additional $176,000 in General Fund for the Library.

As you recall, the City faced a $347 million shortfall that threatened many basic services and hundreds of City jobs. Although some services were cut and some layoffs did occur, major service reductions and layoffs were avoided through revenue increases, union contribution of retirement payments, and through creative financing.

With regard to Library revenue, baseline allocations required by the Charter ended up slightly higher than the amount budgeted in the previous fiscal year. Year to year growth however was significantly less than prior years and for the first time in many years revenue growth was insufficient to cover all of the Library's spending proposals. The Library prepared a $3.2 million reduction plan which was not implemented because of union agreements to pickup the 7.5 percent retirement contribution that had been City paid. This saved the Library $2.5 million, mitigated the need to cut services or to layoff staff, and provided funds to support several new funding initiatives critical to the Library.

Budget Hearings

During Budget Committee hearings, school financing became an issue and the Budget Committee in an effort to provide more funding for the City's schools took a number of extraordinary steps to increase school funding. This included an allocation from Library funds to support school district libraries. During the Budget Committee hearing on June 25, 2003 Supervisor Daly proposed appropriating $1 million from the Library Preservation Fund (LPF) reserve to support school libraries.

The City Librarian reminded the Committee that the district was receiving $1.2 million from Library bond funds for the purchase of land at the MLK Middle School for the Portola Branch Library; and to save the reserve, offered the GF increase of $176,000 and the $186,000 increase for our own books and materials budget in conjunction with the $1.2 million from the bond to support school libraries.

When it became clear that the Committee wanted a full $1 million from the reserve, the City Librarian in an effort to protect funds for Library use, proposed $500,000 for the schools and $500,000 to supplement the Branch Library Improvement Program given 1) the uncertainty of State Proposition 14 funding which is expected to provide $10 million overall to the program; and, 2) unanticipated needs of the bond program. Ultimately, the Committee agreed to the $500,000 for the district after the City Librarian made a case that Library funds were needed to support Library programs. The $500,000 for school libraries is funded by the GF increase of $176.000, the redirection of $186,000 budgeted to increase our own books and materials budget and $138.000 from the LPF reserve.

The Budget Committee also approved the $500,000 from the LPF reserve to supplement the Branch Library Improvement Program. The $500,000 provides a hedge in the event the Library falls short of its goal of $10 million from State Proposition 14 Bond Funds and there are unanticipated program expenses.

The allocation of LPF reserves for school libraries and the DPH hospital library were policy decisions made by the Budget Committee and the Mayor.

Library's 2003-04 Budget

The Library's $55.595 million budget is only $203,000 greater than the 2002-03 budget. Although significant dollars were added to cover increases in the baseline budget (e.g., annualized salary and fringe costs, health benefit plan cost increases, and workers compensation rate adjustments) and new funding initiatives such as staffing and operation of the Support Services Center, the increases were offset by the reduction of $2.5 million in retirement benefits – a cost assumed by the City's employees.

Prior to the Budget Committee hearings, the Board's Budget Analyst reviewed the Library's proposed budget and recommended $341,000 in reductions. Through negotiation with the Analyst we were successful in reducing recommended reductions from $341,000 to $141,000. The reductions taken will not significantly impact operations or public services.

During the hearings we were successful in getting the Budget Committee to reallocate back to the Library the $141,000 that was cut from the budget to offset the loss of Federal E-rate discounts that will occur as a result of the Supreme Court's decision upholding the legality of the Children's Internet Protection Act (CIPA).

The Library's budget has sufficient funds to continue all existing services and programs. Services will not be cut or reduced and employees will not be laid off. Significant items funded in the budget include:

- $348.000 for the annualized cost of salary and fringe adjustments only partially funded in 2002-03.

- $474,000 to cover cost increases in employee health benefit plans.
- $183,000 to cover increases in workers compensation rates.
- $228,000 to staff and operate the new Support Services Center.
- $200,000 for routine maintenance and repair of Library facilities.
- $270,000 for the final phase of telephone replacement projects at Branch Libraries ($270,000).
- $149,000 to supplement the budget for the construction of a loading dock and to modify first floor space in the Support Services Center to accommodate the needs of Technical Services which will relocate to the new building.
- $176,000 to convert 70 Library Page positions from temporary, part-time as needed to permanent civil service status. This will allow this staff to retain fringe benefits they've been receiving and addresses inequities in their appointment status.
- $207,000 to reduce budgeted attrition savings which was over-budgeted and $171,000 to augment premium pay which was under-budgeted. These adjustments will enable the Library to fill vacancies in a timely manner and mitigate impacts on public service.
- $55,000 for two Express Checkout Machines – one for the Mission Branch and one for the Anza Branch.

Materials Recovery Program

The Budget Committee did not approve funding to implement the Materials Recovery Program with Unique Management Inc. (UMI). However, in disapproving the program, the Committee left the funds in the budget to work with the Tax Collector's Office on a recovery program through that agency. We have had preliminary discussions with the Tax Collector and though slightly more costly, a recovery program through the Tax Collector's Office could be a viable alternative.

Library Preservation Fund Reserve

It is Commission policy to maintain a reserve of 3 to 5 percent of projected revenue. Based on 2002-03 revenue of $53.5 million, the reserve would range from $1.6 to $2.7 million. Prior to the Budget Committee's actions, the reserve balance was $3.5 million[1] or 6.5 percent of projected revenue.

Reserve funds are accumulated as a result of both prudent management of Library resources and budget, and revenue collections and allocations that exceed the Controller's budgeted projections and amounts annually appropriated to the Library.

By Charter, the Controller is required to allocate to the Library Preservation Fund, the appropriate share of revenues that exceed budgeted estimates. This occurs at the end of each fiscal year; and, for each of the last 5 fiscal years – including the year just ending – actual revenues have or will exceed budgeted revenue.

---

[1] The Library's February Budget assumed an allocation of $1.4 million the LPF reserve. Although revenue allocations declined, an allocation from the LPF reserve to support the proposed budget was not needed due to Union pickup of retirement benefits which reduced costs by $2.5 million.

As shown on Attachment A, over this period, actual revenue exceeded budgeted revenue by an average of $1.7 million or 4 percent annually.

With respect to our management, the Library has not had an operating deficit during the last five years and in fact, has ended each of the last five fiscal years with appropriation savings. This is responsible management. A portion of these savings are credited back to the LPF reserve further increasing the balance.

In light of the economic downturn and the threat that this poses to Library services, it is important to maintain a prudent reserve. The reserve serves as a contingency fund to offset revenue declines and to forestall service reductions and layoffs during hard economic times. It essentially buys time while the economy improves. During stable economic times, a prudent reserve provides funds to complete one-time capital improvement projects such as the POE work or to purchase big-ticket equipment or system items such as the new ILS.

Given the efforts of the Budget Committee to minimize cuts and layoffs in other departments, we realized going into the hearings that the reserve could become an issue. However, we felt that with an uncertain economy, the potential add back of retirement dollars to next year's budget, and the need for funds to complete POE as well as other Library projects, it was necessary to carry a healthy reserve in the fund. Although this is a conservative approach to managing the reserve, it is under the circumstances both prudent and responsible.

2004-05 Budget Planning

Because of the actions taken by the Budget Committee with regard to the LPF reserve, we will face a dilemma as we develop our proposed budget for 2004-05. How large of a reserve should we maintain? What is enough, what is too little, and what is too much? If the economic situation does not improve over the next twelve months, the City will find itself in a similar position and the possibility exists that LPF fund balances could again be allocated to support programs or activities not of our choosing. How we deal with the reserve will ultimately depend on the state of the economy, the baseline revenues available to support Library programs; and baseline cost increases including the Union's position on retirement contribution payments.

Given the economic and political factors that drove this year's budget, the Library prepared a budget that was both reasonable and responsible. We were able, under very difficult circumstances, to craft a balanced budget without cuts in staffing or services and we were able to fund several new initiatives critical to the Library's operation. We regret that funds for the Materials Recovery Program with UMI were not approved but are pleased that the funds were left in the budget to work with the Tax Collector on a recovery program. And while we are concerned about the allocation of LPF reserve dollars and the reallocation of funds budgeted to increase the book budget to support school libraries, we recognize that the Budget Committee and the Board acted in what they believed to be the best interests of the City as a whole.

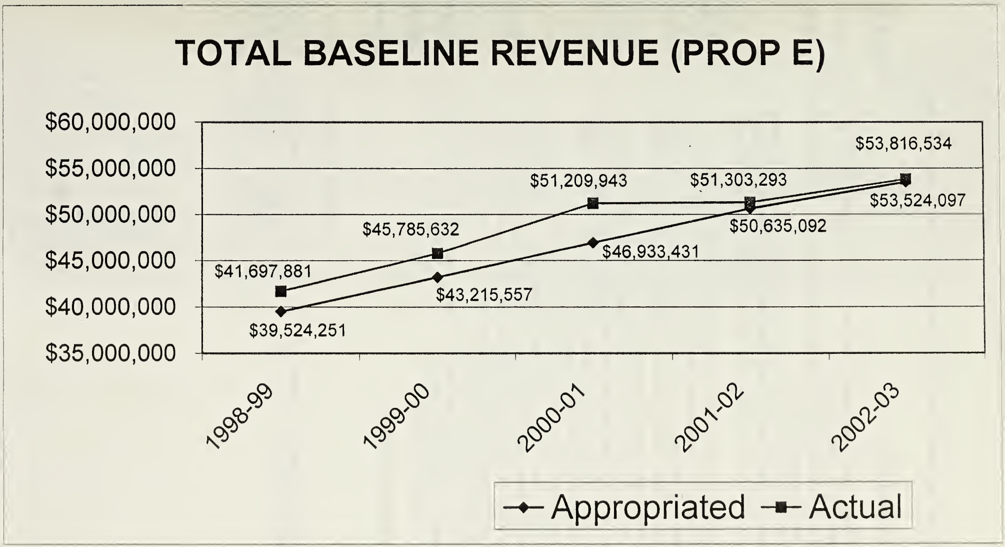
Attached for your information is a table summarizing actions taken by the Budget Committee and a set of charts describing the Library's 2003-04 Budget. Please call me at (415) 557-4248 if you have any questions.

Attachments

Public Library

ATTACHMENT A

Prop E Revenue (Appropriated vs. Actual Allocations)



Illustrates difference between "appropriated" and "actual" revenue allocations. Actual revenue has exceeded appropriated revenue by an average of $1.7 million annually significantly contributing to the growth in reserves. 2002-03 is estimated.

SUMMARY OF BUDGET COMMITTEE ACTIONS
June 25, 2003

The Board of Supervisors approved the Library's proposed budget with the following changes:

	2003-04 Proposed Budget	**$54,780,840**
1.	Delayed effective date of the Librarian II for the Mission Bay Branch Library from July 1, 2003 to April 1, 2004 (Branch).	-$64,572
2.	Disapproved contract funds for consultant to assist with FF&E purchasing for Phase I Branch Library projects (Branch).	-$50,000
3.	Disapproved funding for contract with UMI to implement the Materials Recovery Program and redirected funds to a work order with the Tax collector. Directed Library to work with the Tax Collector's Office to implement a recovery program (Main).	-
4.	Reduced funds for purchase of two Express Checkout Machines to conform to updated estimate from manufacturer (Branch).	-$7,900
5.	Disapproved reclassification of an 1844 Management Analyst to an 1824 Principal Administrative Analyst. Position was to serve as facilities manager for the Support Services Center (Operations & Maintenance).	-$8,255
6.	Reduced equipment maintenance funds in Technical Services related to "old" ILS.	-$10,576
7.	Redirected the $141,303 cut from the budget to supplement work order with DTIS to cover loss of Federal E-rate discounts due to non-compliance with the Children's Internet Protection Act (CIPA) (Automation).	$141,303
8.	Reduced book budget to support Board's initiative to support SFUSD Libraries. Funds reduced represented the 3.3% increase budgeted in the base (IRMO).	-$186,000
9.	Added $500,000 to support SFUSD Libraries. Funding to support the Board's initiative comes from redirecting $186,000 budgeted in the base for books and materials; appropriating $176,203 in additional (new) LPF revenue; and an additional $137,797 from the LPF reserve (OCYS).	***$500,000***
10.	Added $500,000 for Neighborhood Library Facilities projects. Funded by additional appropriation from LPF reserves (Branch).	***$500,000***
	SUBTOTAL ADJUSTMENTS	**$814,000**
	2003-04 APPROVED BUDGET	**$55,594,840**

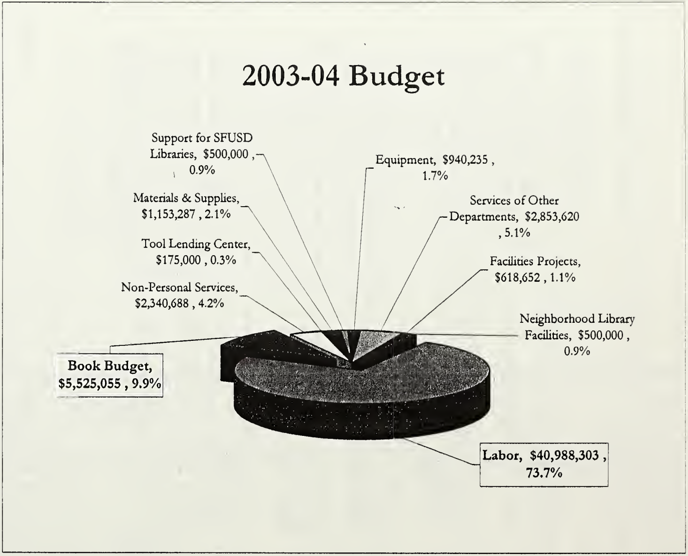
SOURCES	**Proposed**	**Approved**	**Change**
Library Preservation Fund (Baseline Requirement)	$53,889,006	$54,065,209	$176,203
Library Preservation Fund Reserve	$16,974	$654,771	$637,797
Other Funds	$874,860	$874,860	$0
Total Sources	$54,780,840	$55,594,840	$814,000

2003-04 Annual Appropriation Ordinance (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,473	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,701,764	$ 702,236	$ 2,901,526	$ 34,332,686
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,609	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,617
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 463,128	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ 141,303	$ 2,853,620
	TOTAL, OPERATING	$ 2,933,834	$ 2,953,458	$ 12,223,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,014,132	$ 3,947,852	$ 54,476,188
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ 270,000	$ -	$ -	$ -	$ -	$ 348,652	$ -	$ 618,652
	Neighborhood Library Facilities			$ 500,000							$ 500,000
	TOTAL BUDGET	$ 2,933,834	$ 2,953,458	$ 12,993,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,362,784	$ 3,947,852	$ 55,594,840

CHART 2

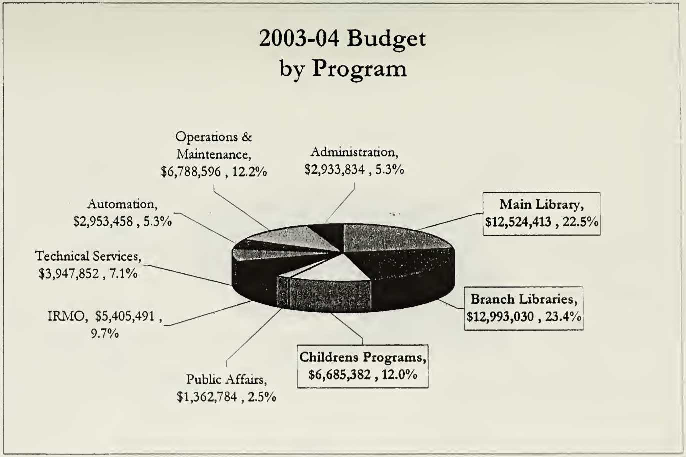
Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Facilities Projects	$ 618,652
Neighborhood Library Facilities	$ 500,000
Total Budget	**$55,594,840**

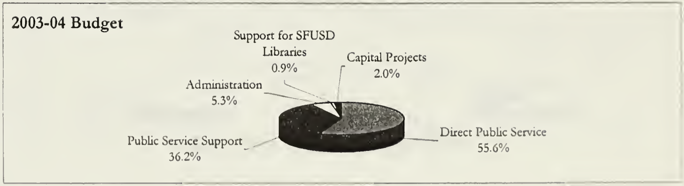


Main Library	$ 12,524,413
Branch Libraries	$ 12,993,030
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,362,784
IRMO	$ 5,405,491
Technical Services	$ 3,947,852
Automation	$ 2,953,458
Operations & Maintenance	$ 6,788,596
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for support of SFUSD Libraries.

Direct Public Service	$ 30,932,825
Public Service Support	$ 20,109,529
Administration	$ 2,933,834
Support for SFUSD Libraries	$ 500,000
Capital Projects	$ 1,118,652
TOTAL BUDGET	$ 55,594,840

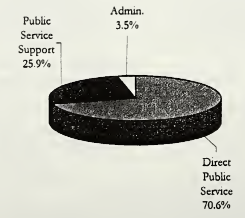




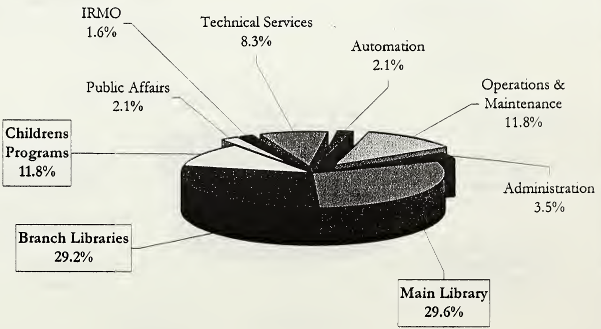
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

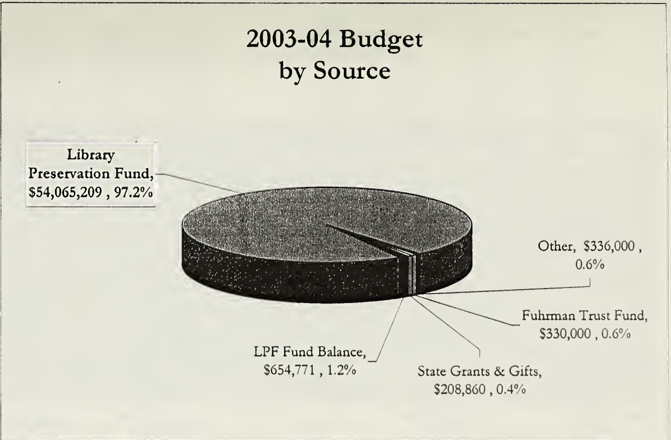
FTE By Program

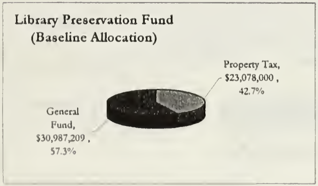


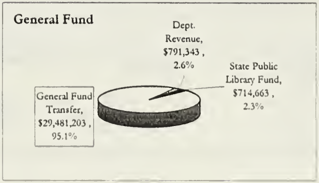
2003-04 FTE by Program

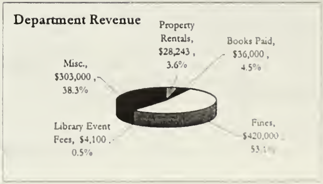


	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	$ 54,065,209
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	$ 30,987,209
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	$ 791,343

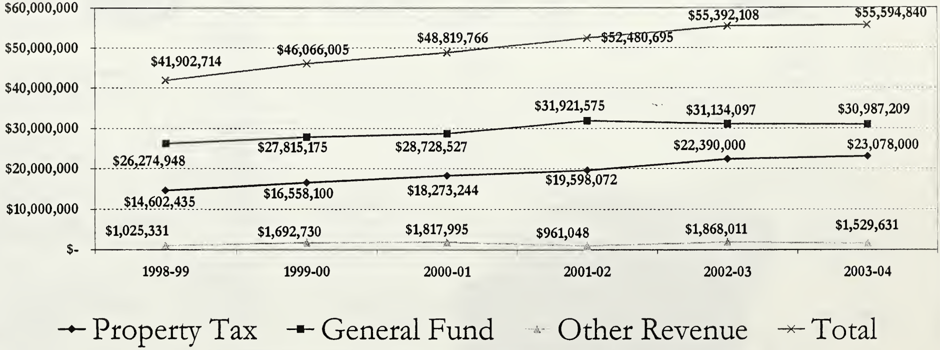








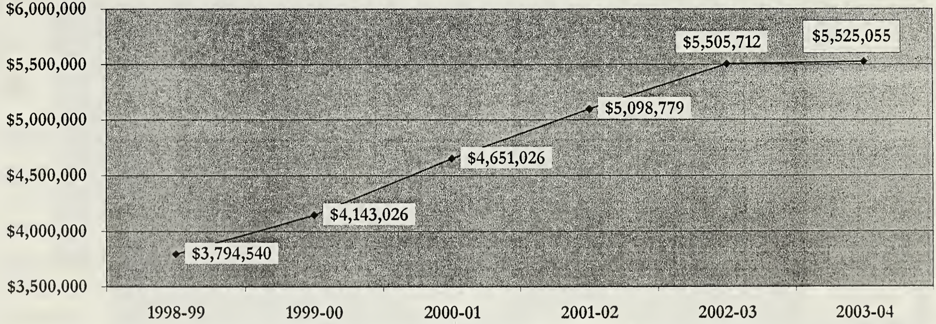
Budgeted Revenue by Fiscal Year and Source



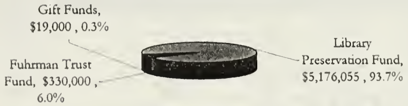
Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget



2003-04 BOOK BUDGET

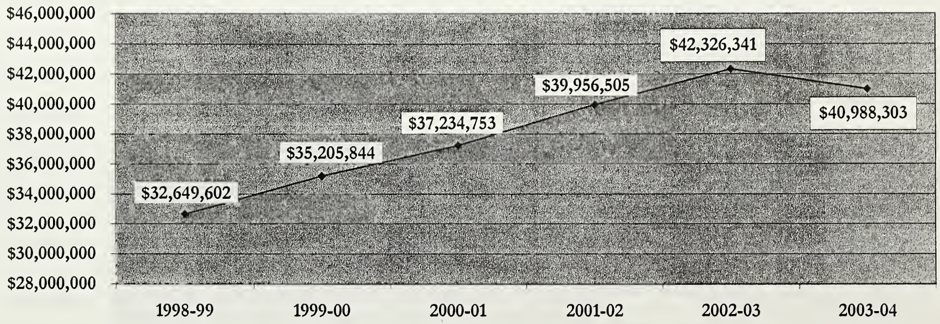


Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%

CHANGE FROM 1998-99 $ 1,730,515

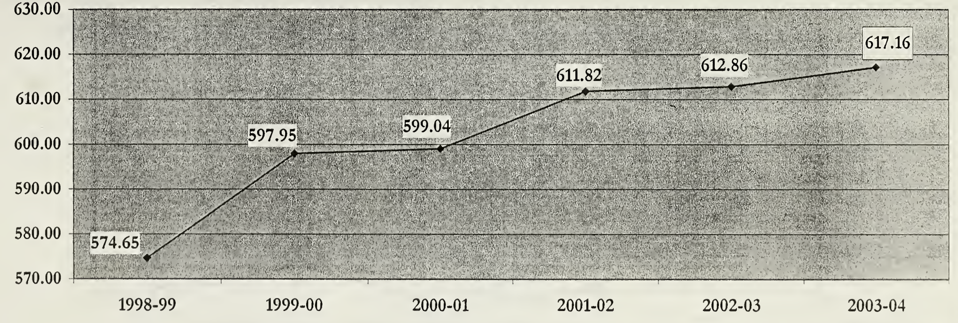
LABOR COSTS

Salaries & Fringe Benefits



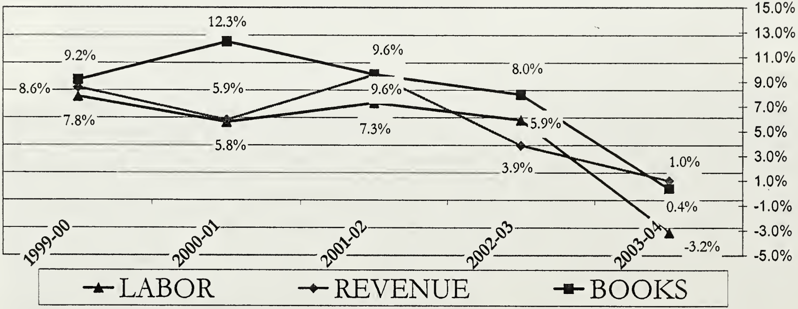
Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

Budgeted FTE by Fiscal Year



Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

San Francisco Public Library
100 Larkin Street San Francisco CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship: and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.
- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.
- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.
- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________ Board of Supervisors, City and County of San Francisco	By: ______________________ San Francisco Unified School District
Date: ______________________	Date: ______________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas. **Family Literacy and Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.

- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM, Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement. an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time. review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level. the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________ San Francisco Public Library	By: ______________________ San Francisco Unified School District
Date: ______________________	Date: ______________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways.
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance. including maintenance of all computers telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement. an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

Date: ______________________________

By: ______________________________
San Francisco Unified School District

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SPECIAL NOTICE

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR THURSDAY, AUGUST 7, 2003 HAS BEEN

CANCELED

THE NEXT REGULAR MEETING OF THE PUBLIC LIBRARY COMMISSION IS SCHEDULED FOR THURSDAY, AUGUST 21, 2003.

POSTED, AUGUST 6, 2003

NOTICE OF PUBLIC MEETING

Review of San Francisco Public Library

PROPOSED STRATEGIC PLAN 2003 – 2006

Thursday, August 21, 2003

Meeting of the San Francisco Public Library Commission

5:30 p.m. "time certain" on the agenda

Koret Auditorium, Main Library, lower level
100 Larkin Street

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The Proposed Strategic Plan is available for viewing at www.sfpl.org, the Library Commission Secretary's Office and at all branch libraries and the Main Library.

For more information, please call 415 557-4233

San Francisco Public Library

0730-071

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, August 21, 2003
TIME: 2:00 PM NOTE EARLIER START TIME
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of July 17, 2003.
Explanatory document: draft Minutes

2. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

3. JOINT USE COOPERATIVE AGREEMENTS - SFPL & SFUSD ACTION

Presentation and discussion of Cooperative Agreements for Ingleside Branch – Aptos Middle School / Ortega Branch – A.P. Gianni Middle School, Sunset Elementary School /Visitacion Valley Branch – Visitacion Valley Middle School, Visitacion Valley Elementary School between the Library and the San Francisco Unified School District (SFUSD) and possible action to approve resolutions recommending Board of Supervisors' approval of the proposed agreements.
Explanatory document: informational memo and Joint Use Cooperative Agreements/resolutions

4. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: Tool Lending Center status update, the CIPA decision; and a 02/03 Statistics report.

5. 03/04 LIBRARY BUDGET UPDATE DISCUSSION

Presentation on and discussion of the Library's FY2003/04 Budget as approved by the Board of Supervisors.
Explanatory document: 03/04 Library Budget report

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/13/03

6. MAIN LIBRARY (POE) REPORT DISCUSSION

Presentation and discussion of an update report on Main Library Post Occupancy Evaluation Report (POE) related projects.

7. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. STRATEGIC PLAN PUBLIC HEARING DISCUSSION

(The Public Hearing seeking comment on the draft 2003-06 Strategic Plan will begin at 5:30PM)

Presentation of and discussion of a draft Strategic Plan 2003-06.

Explanatory document: draft Strategic Plan 2003-06

9. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

8/18/03 - M.Housh, Commission Secretary

San Francisco Public Library
100 Larkin Street San Francisco, CA 94102

July 31, 2003

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SAN FRANCISCO
PUBLIC LIBRARY

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET**

On July 31, 2003, the Mayor signed the City's $4.9 billion budget for 2003-04 which included $55.595 million for Library services. As a result of actions taken by the Mayor and the Board of Supervisors, the Library's approved budget is $964,000 greater than the budget approved by the Library Commission. The increase includes $150,000 added by the Mayor to support the hospital library operated by the Department of Public Health (DPH); and $1,000,000 added by the Budget Committee for school libraries ($500,000) and for neighborhood library facilities ($500,000).

The DPH allocation is funded by Library Preservation Fund (LPF) baseline revenue; the allocation for neighborhood library facilities is funded by LPF reserves; and the allocation for school libraries is funded by LPF baseline revenue ($176,000), LPF reserves ($138,000); and redirection of $186,000 that was budgeted to increase the Library's books and materials budget. With the redirection of the $186,000 the allocation for school libraries resulted in a net budgetary increase of $314,000.

This budget was difficult to prepare and difficult to manage through the process. Proposition E revenue projections changed frequently as the Controller updated his forecast. The January 2003 estimate – the projection on which the Library's February budget was based – changed significantly in March 2003 and again in May 2003. Between January 2003 and May 2003, estimated revenue allocations required by the Charter declined by $1.4 million. However, during the Budget Committee hearing on June 25, 2003, we learned that the Controller's updated projection included an additional $176,000 in General Fund for the Library.

As you recall, the City faced a $347 million shortfall that threatened many basic services and hundreds of City jobs. Although some services were cut and some layoffs did occur, major service reductions and layoffs were avoided through revenue increases, union contribution of retirement payments, and through creative financing.

With regard to Library revenue, baseline allocations required by the Charter ended up slightly higher than the amount budgeted in the previous fiscal year. Year to year growth however was significantly less than prior years and for the first time in many years revenue growth was insufficient to cover all of the Library's spending proposals. The Library prepared a $3.2 million reduction plan which was not implemented because of union agreements to pickup the 7.5 percent retirement contribution that had been City paid. This saved the Library $2.5 million, mitigated the need to cut services or to layoff staff, and provided funds to support several new funding initiatives critical to the Library.

Budget Hearings

During Budget Committee hearings, school financing became an issue and the Budget Committee in an effort to provide more funding for the City's schools took a number of extraordinary steps to increase school funding. This included an allocation from Library funds to support school district libraries. During the Budget Committee hearing on June 25, 2003 Supervisor Daly proposed appropriating $1 million from the Library Preservation Fund (LPF) reserve to support school libraries.

The City Librarian reminded the Committee that the district was receiving $1.2 million from Library bond funds for the purchase of land at the MLK Middle School for the Portola Branch Library; and to save the reserve, offered the GF increase of $176,000 and the $186,000 increase for our own books and materials budget in conjunction with the $1.2 million from the bond to support school libraries.

When it became clear that the Committee wanted a full $1 million from the reserve, the City Librarian in an effort to protect funds for Library use, proposed $500,000 for the schools and $500,000 to supplement the Branch Library Improvement Program given 1) the uncertainty of State Proposition 14 funding which is expected to provide $10 million overall to the program; and, 2) unanticipated needs of the bond program. Ultimately, the Committee agreed to the $500,000 for the district after the City Librarian made a case that Library funds were needed to support Library programs. The $500,000 for school libraries is funded by the GF increase of $176.000, the redirection of $186,000 budgeted to increase our own books and materials budget and $138.000 from the LPF reserve.

The Budget Committee also approved the $500,000 from the LPF reserve to supplement the Branch Library Improvement Program. The $500,000 provides a hedge in the event the Library falls short of its goal of $10 million from State Proposition 14 Bond Funds and there are unanticipated program expenses.

The allocation of LPF reserves for school libraries and the DPH hospital library were policy decisions made by the Budget Committee and the Mayor.

Library's 2003-04 Budget

The Library's $55.595 million budget is only $203,000 greater than the 2002-03 budget. Although significant dollars were added to cover increases in the baseline budget (e.g., annualized salary and fringe costs, health benefit plan cost increases, and workers compensation rate adjustments) and new funding initiatives such as staffing and operation of the Support Services Center, the increases were offset by the reduction of $2.5 million in retirement benefits – a cost assumed by the City's employees.

Prior to the Budget Committee hearings, the Board's Budget Analyst reviewed the Library's proposed budget and recommended $341,000 in reductions. Through negotiation with the Analyst we were successful in reducing recommended reductions from $341,000 to $141,000. The reductions taken will not significantly impact operations or public services.

During the hearings we were successful in getting the Budget Committee to reallocate back to the Library the $141,000 that was cut from the budget to offset the loss of Federal E-rate discounts that will occur as a result of the Supreme Court's decision upholding the legality of the Children's Internet Protection Act (CIPA).

The Library's budget has sufficient funds to continue all existing services and programs. Services will not be cut or reduced and employees will not be laid off. Significant items funded in the budget include:

- $348.000 for the annualized cost of salary and fringe adjustments only partially funded in 2002-03.

- $474,000 to cover cost increases in employee health benefit plans.
- $183,000 to cover increases in workers compensation rates.
- $228,000 to staff and operate the new Support Services Center.
- $200,000 for routine maintenance and repair of Library facilities.
- $270,000 for the final phase of telephone replacement projects at Branch Libraries ($270,000).
- $149,000 to supplement the budget for the construction of a loading dock and to modify first floor space in the Support Services Center to accommodate the needs of Technical Services which will relocate to the new building.
- $176,000 to convert 70 Library Page positions from temporary, part-time as needed to permanent civil service status. This will allow this staff to retain fringe benefits they've been receiving and addresses inequities in their appointment status.
- $207,000 to reduce budgeted attrition savings which was over-budgeted and $171,000 to augment premium pay which was under-budgeted. These adjustments will enable the Library to fill vacancies in a timely manner and mitigate impacts on public service.
- $55,000 for two Express Checkout Machines – one for the Mission Branch and one for the Anza Branch.

Materials Recovery Program

The Budget Committee did not approve funding to implement the Materials Recovery Program with Unique Management Inc. (UMI). However, in disapproving the program, the Committee left the funds in the budget to work with the Tax Collector's Office on a recovery program through that agency. We have had preliminary discussions with the Tax Collector and though slightly more costly, a recovery program through the Tax Collector's Office could be a viable alternative.

Library Preservation Fund Reserve

It is Commission policy to maintain a reserve of 3 to 5 percent of projected revenue. Based on 2002-03 revenue of $53.5 million, the reserve would range from $1.6 to $2.7 million. Prior to the Budget Committee's actions, the reserve balance was $3.5 million[1] or 6.5 percent of projected revenue.

Reserve funds are accumulated as a result of both prudent management of Library resources and budget. and revenue collections and allocations that exceed the Controller's budgeted projections and amounts annually appropriated to the Library.

By Charter, the Controller is required to allocate to the Library Preservation Fund, the appropriate share of revenues that exceed budgeted estimates. This occurs at the end of each fiscal year; and, for each of the last 5 fiscal years – including the year just ending – actual revenues have or will exceed budgeted revenue.

---

[1] The Library's February Budget assumed an allocation of $1.4 million the LPF reserve. Although revenue allocations declined, an allocation from the LPF reserve to support the proposed budget was not needed due to Union pickup of retirement benefits which reduced costs by $2.5 million.

As shown on Attachment A, over this period, actual revenue exceeded budgeted revenue by an average of $1.7 million or 4 percent annually.

With respect to our management, the Library has not had an operating deficit during the last five years and in fact, has ended each of the last five fiscal years with appropriation savings. This is responsible management. A portion of these savings are credited back to the LPF reserve further increasing the balance.

In light of the economic downturn and the threat that this poses to Library services, it is important to maintain a prudent reserve. The reserve serves as a contingency fund to offset revenue declines and to forestall service reductions and layoffs during hard economic times. It essentially buys time while the economy improves. During stable economic times, a prudent reserve provides funds to complete one-time capital improvement projects such as the POE work or to purchase big-ticket equipment or system items such as the new ILS.

Given the efforts of the Budget Committee to minimize cuts and layoffs in other departments, we realized going into the hearings that the reserve could become an issue. However, we felt that with an uncertain economy, the potential add back of retirement dollars to next year's budget, and the need for funds to complete POE as well as other Library projects, it was necessary to carry a healthy reserve in the fund. Although this is a conservative approach to managing the reserve, it is under the circumstances both prudent and responsible.

2004-05 Budget Planning

Because of the actions taken by the Budget Committee with regard to the LPF reserve, we will face a dilemma as we develop our proposed budget for 2004-05. How large of a reserve should we maintain? What is enough, what is too little, and what is too much? If the economic situation does not improve over the next twelve months, the City will find itself in a similar position and the possibility exists that LPF fund balances could again be allocated to support programs or activities not of our choosing. How we deal with the reserve will ultimately depend on the state of the economy, the baseline revenues available to support Library programs; and baseline cost increases including the Union's position on retirement contribution payments.

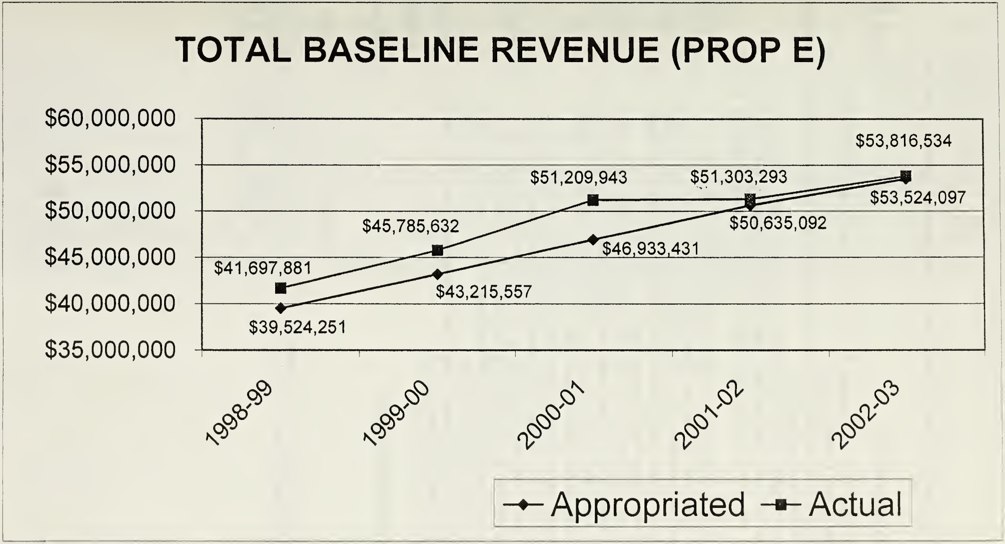
Given the economic and political factors that drove this year's budget, the Library prepared a budget that was both reasonable and responsible. We were able, under very difficult circumstances, to craft a balanced budget without cuts in staffing or services and we were able to fund several new initiatives critical to the Library's operation. We regret that funds for the Materials Recovery Program with UMI were not approved but are pleased that the funds were left in the budget to work with the Tax Collector on a recovery program. And while we are concerned about the allocation of LPF reserve dollars and the reallocation of funds budgeted to increase the book budget to support school libraries, we recognize that the Budget Committee and the Board acted in what they believed to be the best interests of the City as a whole.

Attached for your information is a table summarizing actions taken by the Budget Committee and a set of charts describing the Library's 2003-04 Budget. Please call me at (415) 557-4248 if you have any questions.

Attachments

7/30/2003 ATTACHMENT A

Public Library
Prop E Revenue (Appropriated vs. Actual Allocations)



Illustrates difference between "appropriated" and "actual" revenue allocations. Actual revenue has exceeded appropriated revenue by an average of $1.7 million annually significantly contributing to the growth in reserves. 2002-03 is estimated.

SUMMARY OF BUDGET COMMITTEE ACTIONS
June 25, 2003

The Board of Supervisors approved the Library's proposed budget with the following changes:

	2003-04 Proposed Budget	**$54,780,840**
1.	Delayed effective date of the Librarian II for the Mission Bay Branch Library from July 1, 2003 to April 1, 2004 (Branch).	-$64,572
2.	Disapproved contract funds for consultant to assist with FF&E purchasing for Phase I Branch Library projects (Branch).	-$50,000
3.	Disapproved funding for contract with UMI to implement the Materials Recovery Program and redirected funds to a work order with the Tax collector. Directed Library to work with the Tax Collector's Office to implement a recovery program (Main).	-
4.	Reduced funds for purchase of two Express Checkout Machines to conform to updated estimate from manufacturer (Branch).	-$7,900
5.	Disapproved reclassification of an 1844 Management Analyst to an 1824 Principal Administrative Analyst. Position was to serve as facilities manager for the Support Services Center (Operations & Maintenance).	-$8,255
6.	Reduced equipment maintenance funds in Technical Services related to "old" ILS.	-$10,576
7.	Redirected the $141,303 cut from the budget to supplement work order with DTIS to cover loss of Federal E-rate discounts due to non-compliance with the Children's Internet Protection Act (CIPA) (Automation).	$141,303
8.	Reduced book budget to support Board's initiative to support SFUSD Libraries. Funds reduced represented the 3.3% increase budgeted in the base (IRMO).	-$186,000
9.	Added $500,000 to support SFUSD Libraries. Funding to support the Board's initiative comes from redirecting $186,000 budgeted in the base for books and materials; appropriating $176,203 in additional (new) LPF revenue; and an additional $137,797 from the LPF reserve (OCYS).	***$500,000***
10.	Added $500,000 for Neighborhood Library Facilities projects. Funded by additional appropriation from LPF reserves (Branch).	***$500,000***
	SUBTOTAL ADJUSTMENTS	**$814,000**
	2003-04 APPROVED BUDGET	**$55,594,840**

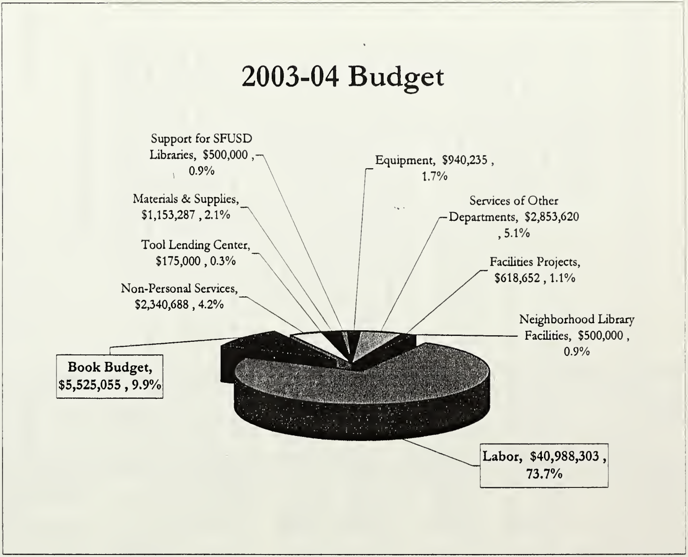
SOURCES	**Proposed**	**Approved**	**Change**
Library Preservation Fund (Baseline Requirement)	$53,889,006	$54,065,209	$176,203
Library Preservation Fund Reserve	$16,974	$654,771	$637,797
Other Funds	$874,860	$874,860	$0
Total Sources	$54,780,840	$55,594,840	$814,000

PUB LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,473	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,701,764	$ 702,236	$ 2,901,526	$ 34,332,686
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,609	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,617
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 463,128	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ 141,303	$ 2,853,620
	TOTAL, OPERATING	$ 2,933,834	$ 2,953,458	$ 12,223,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,014,132	$ 3,947,852	$ 54,476,188
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ 270,000	$ -	$ -	$ -	$ -	$ 348,652	$ -	$ 618,652
	Neighborhood Library Facilities			$ 500,000							$ 500,000
	TOTAL BUDGET	$ 2,933,834	$ 2,953,458	$ 12,993,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,362,784	$ 3,947,852	$ 55,594,840

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Facilities Projects	$ 618,652
Neighborhood Library Facilities	$ 500,000
Total Budget	**$55,594,840**

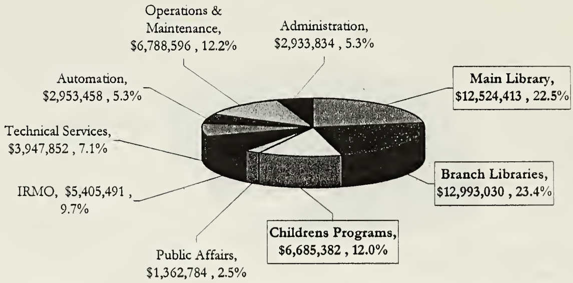

2003-04 Budget

Main Library	$ 12,524,413
Branch Libraries	$ 12,993,030
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,362,784
IRMO	$ 5,405,491
Technical Services	$ 3,947,852
Automation	$ 2,953,458
Operations & Maintenance	$ 6,788,596
Administration	$ 2,933,834
TOTAL	$ 55,594,840

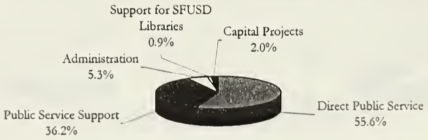
Note: Children's Programs includes $500,000 for support of SFUSD Libraries.

Direct Public Service	$ 30,932,825
Public Service Support	$ 20,109,529
Administration	$ 2,933,834
Support for SFUSD Libraries	$ 500,000
Capital Projects	$ 1,118,652
TOTAL BUDGET	$ 55,594,840

2003-04 Budget by Program



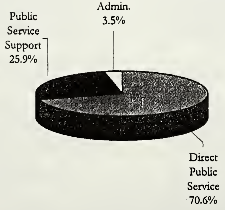
2003-04 Budget



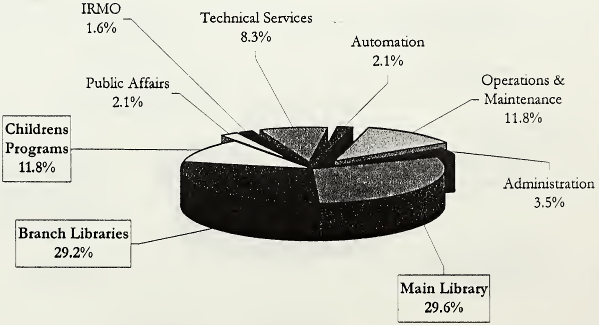
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

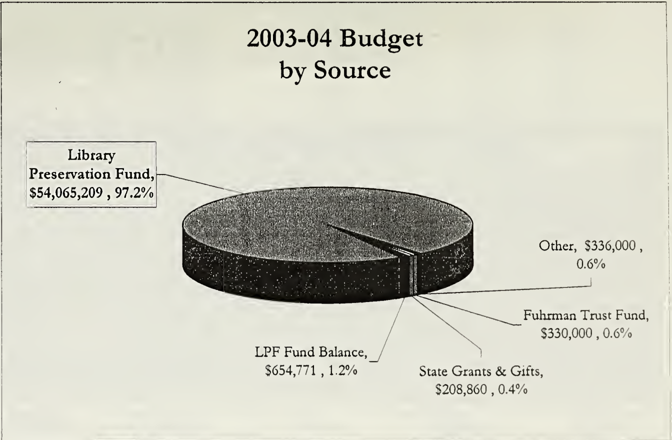
FTE By Program

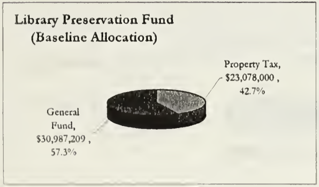


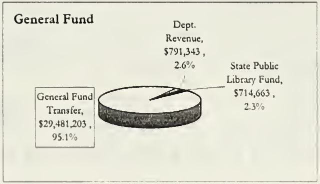
2003-04 FTE by Program

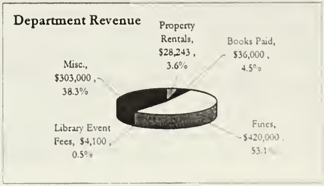


	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	$ 54,065,209
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	$ 30,987,209
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	$ 791,343

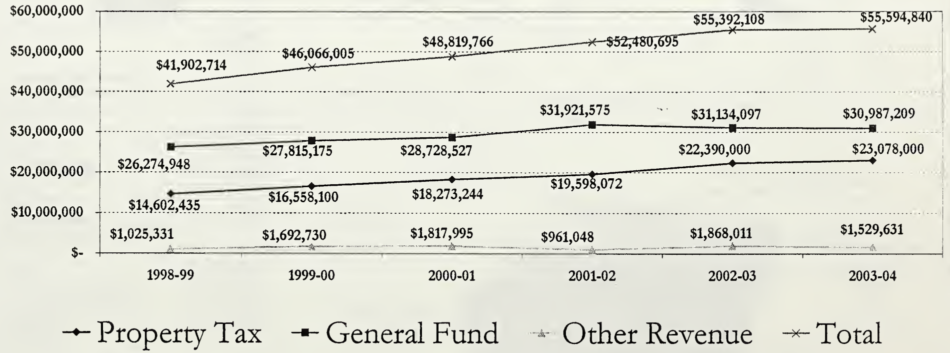








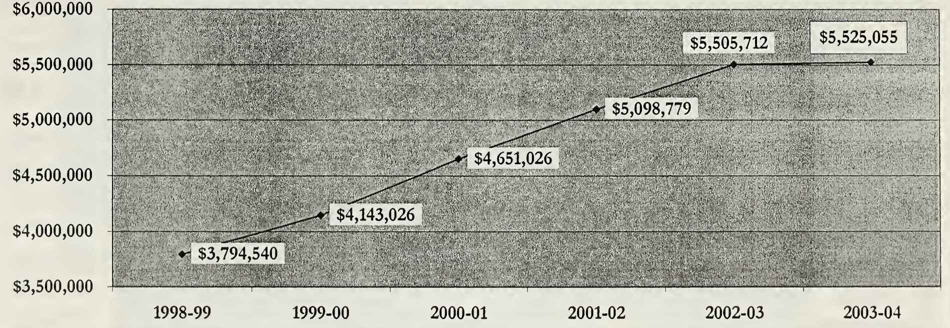
Budgeted Revenue by Fiscal Year and Source



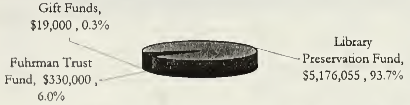
Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget



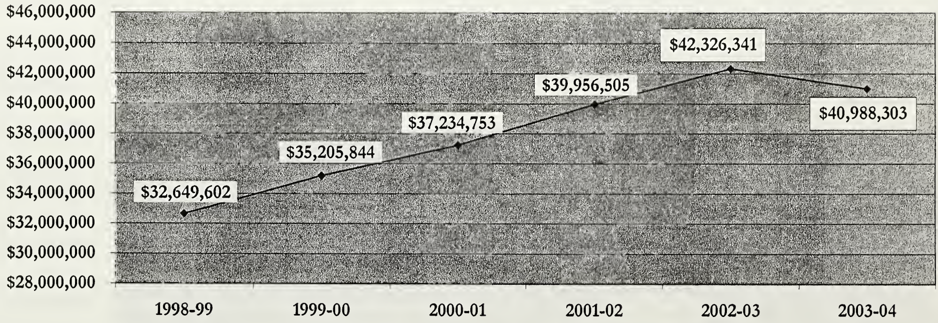
2003-04 BOOK BUDGET



Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%
CHANGE FROM 1998-99		$ 1,730,515		

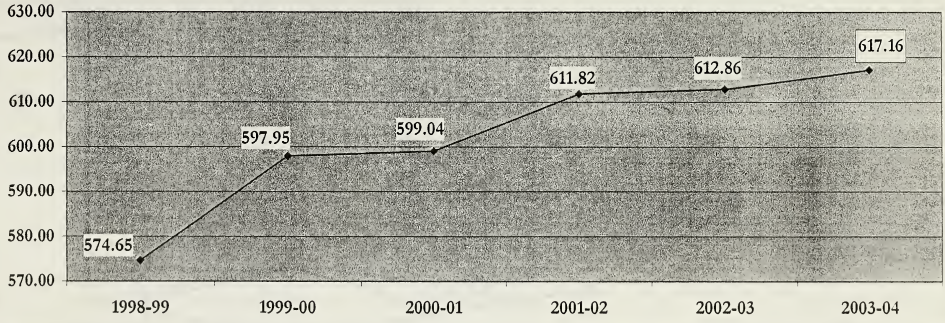
LABOR COSTS

Salaries & Fringe Benefits



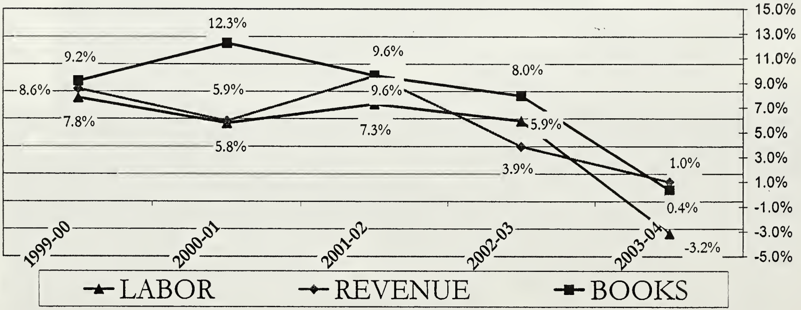
Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

Budgeted FTE by Fiscal Year



Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

San Francisco Public Library
100 Larkin Street San Francisco CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship, and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6.00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy and Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.

- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service Requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to this use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM, Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement

D If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
San Francisco Public Library

Date: ______________________________

By: ______________________________
San Francisco Unified School District

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand;cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

By: ______________________________
San Francisco Unified School District

Date: ______________________________

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

San Francisco Public Library

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SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN

2003 – 2006

[JULY 29, 2003 DRAFT]

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN 2003 – 2006

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INTRODUCTION

From its inception, the San Francisco Public Library's ability to achieve and maintain excellence and innovation has been the result of thoughtful planning focused on the needs and interests of the residents of San Francisco.

While the principles of library service are the same today as they were at the beginning of the 20th century, library services and their methods of delivery have expanded in ways unimagined by our predecessors. Libraries are changing because society, culture and the people we serve are changing. Strategic planning is what has allowed the library to manage these changes without losing sight of our values and our commitment to our community. The Strategic Plan 2003 -2006 is intended to continue to build on our past success by prioritizing and refocusing our energy and resources. Its development and implementation requires us to assess and adjust our efforts in response to a changing environment both within and outside the organization.

The San Francisco Public Library is the community's repository for books and materials about a wide variety of subjects and interests. The provision of information, in books, other print and non-print formats, or electronic form, is the primary role and service of the San Francisco Public Library. Although technology has become a significant factor in the provision of library services, it is not an end in itself. It is only one of the many means to provide information. Books and information are the heart of the library.

We are fortunate in San Francisco to have a wonderful Main Library facility that acts as the repository for all types of information and serves as a support collection for all our branches. The twenty-six branches of the Library, because of their size and community-based nature, provide books, information and recreational reading that serve the immediate needs of their users. Like the branches, the Main Library also serves a neighborhood community and provides that function primarily with services and materials in the First Stop[1] collection and the Children's Center. The roles of the Main Library and the branches complement each other and allow the Library to provide its users with information ranging from in-depth, historical treatment of subjects, to ready reference and current best-sellers. Our system is truly one library collection with twenty-seven entry points; and, with the Library's delivery system, materials move from building to building on a daily basis to satisfy the needs of library users.

The 21st century library serves as a gateway to the exciting and complex world of information. With the pervasive availability and use of the Internet, many people believe that they can serve the same function as a librarian, but librarians are trained to be information-seekers and can find answers to questions in electronic, paper or any other form. The role of the librarian is transitioning from one who provides information to users to one who serves as an information navigator or

trainer, assisting users to effectively identify and judge the quality of the myriad of information available on the Internet today.

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[1] First Stop is located on the main entry floor and includes a collection of books, videos, DVD's, CD's and other materials on a variety of popular and current topics and interests.

Although the functions of providing an exciting and balanced book collection and access to the world of information are important, the library also holds a special place in our neighborhoods as a venue for many types of public programs from story times to book groups, a gathering place for friends and neighbors, a meeting place for community groups and the repository for the history and culture of our neighborhoods. As well as serving as a destination point, the library seeks to become part of the communities we serve by reaching out to the diverse populations we serve, such as students, seniors, new immigrants, and disabled users. We hope to better meet the needs of our users by interacting with them in their own situations and going beyond the library walls to provide services.

This strategic plan was developed with input from community members and Library staff. By engaging the community in the planning process, we hope that we have produced a plan that is responsive to the needs of the community and goes beyond what the Library, without that community input, may have projected as its role in the community. By combining the knowledge and guidance of community members and the professional expertise of Library staff, we believe that we can effectively put the Library to work for the community. The San Francisco Public Library is here to meet the needs of its users and to serve as a partner with other agencies and the community at large in strengthening the quality of life in San Francisco.

MISSION

The San Francisco Public Library is dedicated to free and equal access
to information, knowledge, independent learning, and
the joys of reading for our diverse community.

VALUES

The values statement provides the framework that supports the planning and implementation of all the Library service responses.

- Our library users are the reason the Library exists. We provide quality service and treat all library users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to, and supportive of, human differences. Our goal is always to provide excellent customer service.
- We use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity in our city.
- We provide convenient access to facilities, resources and services that meets the needs of library users.
- We advocate for and support policies and procedures that support privacy of all library user records.[2] We value and provide free and equal access to all types of information.[3]
- Our employees are valued as individuals for their important contributions to the organization. An open exchange of ideas is encouraged throughout the library system. We encourage teamwork and collaboration. We support our staff by providing opportunities for growth and professional development.

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[2] The San Francisco Board of Supervisors passed Resolution 53-03 on January 21, 2003. The San Francisco Public Library Commission passed Resolution 2/03 on February 4, 2003 protecting library users' rights to privacy and confidentiality.

[3] The San Francisco Board of Supervisors passed Resolution 206-01 on October 1, 2001 which prohibits the use of Internet filtering or content blocking technology on City-owned computers used as public Internet access terminals.

- We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We constantly reassess our services and methods and attempt to see ourselves through the public's eyes.

HISTORY

The San Francisco Public Library, established in 1877, has had a fairly turbulent past, not unlike other famous institutions of our City. In 1888, the Main Library was situated in the City Hall on Marshall Square, which is the site of the current Main Library. Also, three branches were open in Mission, North Beach (now Chinatown) and Potrero Hill. In 1901, Andrew Carnegie offered the City $750,000 to support the construction of a new Main Library and several branches. Because Carnegie was perceived as not supportive of labor, this gift created much controversy and was not granted. The Main Library and two branches were destroyed in the 1906 earthquake, although in 1907 a new Main Library opened. In 1912, the Carnegie grant again became an issue; and the acceptance of the funds was placed on the ballot and overwhelmingly approved by the voters. This led to the construction of the Main Library, now the Asian Art Museum, and five branches. The Library system is now comprised of the Main Library and twenty-six branches, with a new Mission Bay Branch slated for construction in the near future.

The Library was not well-supported by the City for many years. A bond issue for construction of a new Main Library and new branches failed in 1948, which led to enhanced grassroots efforts to increase support for the system and the creation of the Friends of the Library. Years of citizen support were behind the success in 1988 of the $109.5 bond issue that funded the construction of the new Main Library, a magnificent, 376,000 square foot facility that opened in April 1996. Always ready for a challenge, citizens also worked to support Proposition E, a ballot initiative passed in 1994 that secured dedicated funding for the Library. Finally, in 2000, further citizen efforts resulted in the passage of the $106 million bond issue to support the renovation of most branches and the construction of five new branches.

Planning efforts were seriously undertaken by the Library system as early as 1958 when Emerson Greenaway, director of the Free Library of Philadelphia, was retained to survey the Library system. Another planning report was commissioned in 1982 by Columbia University library expert Lowell Martin. One of the first examples of plans that incorporated the needs of the community was the plan approved by the Library Commission in 1992. In 1997, the Mayor commissioned an audit of the Library; and one of the key recommendations was the development of a strategic plan. That effort was begun in 1998 by former City Librarian Regina Minudri. The Public Library Association's *Planning for Results* model was used as a basis for that plan. A draft plan was completed in 1999; and, although never officially approved by the Library Commission, that plan has guided the work of library staff over the last several years. Currently, the Board of Supervisors requires that every City department prepare a strategic plan.[4] Because of the City requirement and also due to the changing nature of society and new priorities for the library system, a new planning effort was begun in 2003, again based on the Public Library Association model.

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[4] Charter Section 9.114 regarding Mission Driven Budgets and Charter Section 16.120 regarding Customer Service Plans as part of Chapter 88 of the City Administrative Code.

METHODOLOGY

This Strategic Plan uses the model found in *The New Planning for Results, a Streamlined Approach* by Sandra Nelson for the Public Library Association (Chicago, American Library Association, 2001). The *New Planning for Results* was built on three basic assumptions:

1. Excellence must be defined locally – it results when library services match community needs, interests, and priorities.
2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources.
3. Excellence is a moving target – even when achieved, excellence must be continually maintained.

This method acknowledges there is no national standard for exceptional library service. Just as each community is unique, each library is unique in how it may best meet the needs of its community. To this end, members of the San Francisco community and selected staff, in two separate groups, were invited to a series of meetings devoted to creating a vision of San Francisco and discuss the Library's ability to help make the vision a reality.

First the Community Planning Group[5] was asked to define a vision of San Francisco as a place to live, work and visit. Members were asked to consider the social, economic, political, cultural and demographic make-up of the City. Next members were asked to consider the needs to be met if that vision of San Francisco were to be attained. It will come as no surprise that members desired to improve several situations such as homelessness, educational, cultural, political and socioeconomic issues encountered by residents and visitors on a daily basis. After defining these needs, members were asked to identify those issues the Library could help address.

Second, the Staff Focus Group[6] responded to the identified needs the Library could address by reviewing all library services. With a goal of helping the community achieve its vision, the staff group reviewed services such as collections, reading spaces, facilities improvements, websites, programs and exhibits and much more. Members used this opportunity to brainstorm new services and integrate services that have long been requested by members of the public. The resulting dialogue identified three service responses that would serve as the framework for existing and upcoming library services: General Information, Lifelong Learning and Current Topics and Titles.

Out of this dialogue grew the service responses, goals, objectives, and activities presented here. The Strategic Plan confirms the community and the Library's commitment to excellent library service for all who live and work in this great City.

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[5] See Attachment A for a list of participants

[6] See Attachment A for a list of participants

How to Use The Plan

As mentioned above, the Community Planning Group and library staff, in an ongoing dialogue, identified three service responses and community-specific goals that best meet the overall needs of the San Francisco community.[7] The service responses, including a definition from *New Planning for Results*, and the corresponding Library goals are summarized here for quick reference:

- **General Information** - A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

  Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

- **Lifelong Learning** - A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

  Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

  Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

- **Current Topics and Titles** - A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

  Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and for information about popular culture and social trends.

  Goal 5: All residents of San Francisco will have access and opportunity to experience the benefits of the diverse cultural activities the City embraces.

Each service response is expanded upon in the following sections. Readers will find each response has corresponding goals, objectives and activities. Additionally, the service responses were subdivided into four resource areas:

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[7] See Attachment B for a list of all library service responses considered during this process.

services, collections, information infrastructure and access technology, and facilities. By subdividing each service response, the groups hoped to ensure the planning activities were balanced throughout the Library so that all library services are represented.

One final note: Readers will find the order of the service responses are 1. General Information, 2. Lifelong Learning, and 3. Current Topics and Titles. This order represents the priorities identified by the planning groups. While maintaining the order to preserve the identified priorities, the plan itself strives to create three services of equal importance. This is to say, library staff will strive to treat Current Topics and Titles with the same focus and dedication as are awarded to General Information and Lifelong Learning.

GENERAL INFORMATION

*A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.*

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

Services

1. Develop and maintain Library programs that are community based, providing programming of interest to neighborhoods. [Goal 1]

   1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

      1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

   2.1 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

      2.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

   2.2 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

      2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

   2.3 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

2.3.1 Incorporate into outreach strategy and Branch Library Improvement Program[8] interim service plan to be developed and implemented by 2004/2005.

2.3.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2.3.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

Collections

3. Improve information resources available for the general public. [Goal 1]

3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity, and cultural mosaic of the City.

3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users. To be implemented in 2004/2005.

3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

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[8] In November 2000, the voters of San Francisco approved Proposition A, a $106 million bond to support the seismic, ADA, and technological renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

Information Infrastructure and Access Technology

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices.

4.1.1 Create a secure and robust network environment that provides for use of wireless devices by June 2005.

4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

4.2 Provide remote access to library services including information resources and materials so residents may use the Library from their home or office anytime day or night.

4.2.1 Continue to develop services for electronic users and potential online users by making all library services available in an electronic format. Services to include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

Facilities

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting place to visit. [Goal 1]

    5.1 Enhance teen services, a recognized age group that is currently underserved,[9] by creating unique physical spaces in appropriate library facilities.

        5.1.1 Engage the community, and particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

    5.2 Design environments that encourage a positive physical experience to sit, read and study.

        5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January 2005.

        5.2.2 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

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[9] While all library locations have recognizable areas to welcome adults and children, similar spaces for teens generally are not present. At the very age when we start losing them as readers, teens become an invisible population within the library. In order to encourage them to see the Library as relevant to their lives, it is important that we provide a setting that welcomes them and lets them know that their needs and interests are important and valued.

LIFELONG LEARNING

*A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities.*

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

Services

6. Provide opportunities for library users to learn how to use the Library's catalog, databases, Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

   6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

   6.2 Provide focused training opportunities to support the development of technology skills of seniors to begin by June 2004 and become ongoing thereafter.

   6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budge.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

   7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

  7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

  7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes. Outreach strategy to be developed and implemented by fiscal 2004/2005.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

   8.1 Each library facility will develop and implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

   9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

   9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

   9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

   9.4 Enhance and maintain the depth of research collections, special collections and the Affinity Centers in the Main Library to assist researchers.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural, educational programs, events and exhibitions. [Goal 5]

10.1 Ensure all residents are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

Collections

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

11.1.1 Establish collection goals to reflect the outcomes generated from 14.1.1 and ongoing community input at the local level that is included in the community needs assessment (14.1.2). To be ongoing beginning in fiscal 2004/2005.

11.1.2 Enhance the collections of materials that reflect the linguistic diversity of the City, for residents of all ages. Attain overall goal of 10%[10] of book and materials collection budget dedicated to books in languages other than English. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

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[10] The level of funding in 2002/2003 was approximately 6% for books and library materials in non-English languages.

Information Infrastructure and Access Technology

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

    12.1 Provide expanded technology opportunities for self-directed learning.

    12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

    12.2 Expand the Library's program of instruction to include subject-specific topics.

    12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

Facilities

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.

    13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

    13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

    13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

CURRENT TOPICS AND TITLES

*A library that provides **Current Topics and Titles** helps to fulfill community residents' appetite for literature and information about popular cultural and social trends.*

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats[11] to meet their need for literature and for information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access to information and the opportunity to experience through Library services the benefits of the diverse cultural activities the City embraces.

Services

14. Continue to enhance programs that support the Library's role as a clearing house for cultural, educational programs, events and exhibitions. [Goal 5]

    14.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005.

        14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

        14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's *San Francisco Community Services Directory* [12] program.

    14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

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[11] Formats include, for example, books, books on tape, DVD's, and CD's.

[12] This service, available from the Library's website, provides users with information about all San Francisco government agencies, health & human service providers, community-based organizations, museums, cultural institutions, community educational centers, neighborhood-oriented groups, and merchants' associations.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

Collections

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics in a variety of formats and languages.

15.1.1 Create a community based *Library Collection Development Advisory Committee*[13] to facilitate communication of community needs. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

15.2 Respond to the expressed demand for book and library materials on current topics and titles.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

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[13] This committee will be charged with providing meaningful input to the Library regarding the overall relevancy of book and other library collections in meeting the needs of the communities served by the Library. Composition, meeting frequency, etc to be developed as part of completion of 13.1.1

Information Infrastructure and Access Technology

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]

    16.1 Initiate implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification[14]) for books and other library materials to facilitate users self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service.

    16.1.1 Establish staff task force to research, analyze and make recommendations to Library Administration regarding RFID implementation.

    16.1.2 Incorporate funding for implementation as part of the 2004/2005 Library budget process. Implementation to begin in 2005/2006.

    16.2 Assist users in fulfilling their individual information needs by developing a *My Library* [15] service for customized library services. To be implemented by September 2004.

    16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

    16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Library* service.

    16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

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[14] Replaces barcode or "zebra" label on books and other library materials with a chip that contains information on the item that facilitates fast and easy checkout of each item.

[15] *My Library* incorporates library user flexibility and options in designing personal library accounts, such as receiving electronic recommendations for reading as new books arrive in interest areas designated by the user.

Facilities

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

    17.1 Improve delivery of materials throughout the system so that 80%[16] of items requested and available on-shelf are received within three business days at the designated pick-up location.

    17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

    17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

    17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

    17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

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[16] Data and analysis from a 2002/2003 delivery study suggests that currently items take up to 4 to 6 days to reach their destination.

IMPLEMENTATION

The Strategic Plan 2003 – 2006 will be realized through the activities, services and resources we provide. Each library facility, program area, and staff member is charged with developing and carrying out this Strategic Plan.

The City Librarian will convene a staff task force to develop measurable results for each of the activities listed in the Strategic Plan. Measurable results will be key to knowing how well each of the objectives is met over time. Also, as called out in the Strategic Plan, additional task forces will be convened to develop system-wide guidelines to create a positive experience and environment for library users, to develop an outreach strategy to further enhance the Library's connection with the community, and to develop an implementation plan for conversion to radio-frequency identification technology. Also, a broad-based committee will be convened to provide an opportunity for a community-based discussion about the Library's collection development policies and procedures.

Resource allocation is a critical element in accomplishing this plan. Each year, as part of the annual budget process, we will return to the Strategic Plan to measure our progress toward achieving our goals, craft new efforts for the coming year, and reallocate resources as needed.

The success of the plan is strongly based upon the continued development of the knowledge, skills and abilities of all library staff, as well as insuring that the broad and rich diversity of the City in language and culture is mirrored by the Library's staff.

CONCLUSION

Throughout our history, the San Francisco Public Library has constantly updated itself to meet the evolving informational and cultural needs of the diverse community we serve. The Strategic Plan 2003 -2006 renews our commitment to excellent public library service. While providing every library facility and program with a unifying organizational vision and system-wide goals, this Strategic Plan is intended to be broad and flexible enough to tailor services to each unique neighborhood. The Strategic Plan also provides a framework to consider opportunities for new programs and services.

The best way to assure that we have an excellent library system well into the future is to continuously reinvent and revitalize ourselves, based on a good understanding of community needs and the ways in which we can respond to those needs. A library that plans makes better decisions, which leads to better library service.

For the coming three years, this plan will shape and guide what we are, what we do, and why we do it.

Attachment A

Strategic Plan Committees

Community Planning Committee

		Affiliation
Luis	Calderon	In-Home Supportive Services
Steve	Coulter	Library Commission
Alan	D'Souza	Librarian Technician, Main
Elizabeth	Genera-Juarez	Librarian Technician, San Francisco Community Database
Bill	Hollabaugh	Advisory Council on Aging
Jane	Hudson	Librarian III, Sunset Branch
John	Kenny	Librarian III, Main
Doug	King	Friends & Foundation of SFPL
Judith	Lujan	San Francisco Unified School District
Andrew	Northrop	Chamber of Commerce
Marcia	Popper	Council of Neighborhood Libraries
Carol	Steiman	Library Commission
Ron	Vinson	Mayor's Office of Neighborhood Services
Joan	Walton	Council of Neighborhood Libraries
Blaine	Waterman	Librarian I, Main
Jensa	Woo	Librarian II, Potrero Branch
Norman	Yee	San Francisco Foundation
Monique	Zmuda	City & County of San Francisco Controller's Office

Staff Focus Group

Robert	Carlson	Librarian II, North Beach Branch
Carol	Coon	Librarian II, Government Information Center
Elaine	Dang	Management Assistant, Technical Services
Sharon	Dezurick	Librarian II, Glen Park Branch
Margot	Kavanagh	Librarian I, Youth Guidance Center
Joan	Lefkowitz	Media Production Specialist, Main
Betsy	Levine	Librarian I, Teen Services
Katie	Lynds	Librarian III, Chief of Branches Office
Grace	Ruth	Librarian II, Office of Children & Youth Services
Nicole	Termini	Page, Main
Elizabeth	Thacker	Librarian II, Chief of Main Office
Randy	Weaver	Senior Management Assistant, Project Read

Steering Committee

Susan	Hildreth	City Librarian
Toni	Bernardi	Chief, Office of Children & Youth Services
Roberto	Esteves	Chief, Information Resource Management
Gail	McPartland	Facilitator, Peninsula Library Services
Marcia	Schneider	Director, Public Affairs
Paul	Underwood	Deputy City Librarian

ATTACHMENT B
San Francisco Public Library Strategic Plan 2003 - 2006

Library Service Responses presented in the *New Planning for Results: A Streamlined Approach*[17]

FIGURE 9

Library Service Responses

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Business and Career Information

A library that offers Business and Career Information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-sufficient.

Cultural Awareness

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process.

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

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[17] *New Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association. American Library Association. Chicago and London. 2001.

DOCUMENTS DEPT.
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PUBLIC LIBRARY

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San Francisco Public Library Commission
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, August 21 2003.
The San Francisco Public Library Commission held a special meeting on Thursday, August 21, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 2:08 PM.

The following members were noted present: Commissioners Bautista, Higueras, Steiman, and Strobin. Commissioner Chin's arrival was reported as expected to be delayed. Commissioners Coulter and Streets were reported excused.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

An anonymous member of the public that these Minutes were being approved when the June Meeting Minutes had not yet been addressed then discussed a discussion at the July 17th meeting related to comments by Mr. Warfield concerning a letter sent by President Higueras to the Board of Supervisors on the library budget. Mr. Ed Regan found his remarks accurately reported. Mr. Peter Warfield cited three inaccuracies he found in these Minutes: a page 1 discussion of his comments about President Higueras' letter to the Board of Supervisors; his page 2 question regarding backup plans if the Millennium transition failed; and a page 3 report that did not include a discussion of RFID in the Strategic Plan.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the July 17, 2003 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Library Improvement Program Manager Marilyn Thompson informed the Commissioners that there would be no informational report. The Branch Improvement Program Manager reported a total of $ 11,683,774 in expenditures and encumbrances through June 30th.. Ms. Thompson noted that current budget and schedule reports were available and then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates reports (copies attached). Ms. Thompson noted that there was no special report.

The Branch Library Improvement Program Manager lastly reported that the BLIP website was updated.

Public Comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public noted that copies of the report slides were not available and found the report bloodless citing what this person found to be intense controversies surrounding the Glen Park and North Beach Branches that were not reflected in the report. Mr. Ed Regan voiced opposition to the new Portola Branch being located on a school site and expressed concerns that the new branch would have insufficient capacity to meet the needs of both students and other library users citing personal experience in his own branch. Mr. Regan also preferred that the Branch be located in a business district. Mr. Peter Warfield found the report complex and expressed a desire for more details. In particular, Mr. Warfield wanted more discussion about the Glen Park Branch.

Commission discussion of AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Vice President Steiman, a Glen Park resident, noted that she had discussed the proposed new branch library with many of her neighbors and found no opposition to the proposed branch library but that there was concern about serious and long-standing transit, parking, and congestion issues endemic in the "downtown " of the neighborhood that well preceded this project. Vice President Steiman noted that a recent transit charette that the Library had co-sponsored had helped significantly in focusing the City's attention on these longstanding neighborhood issues. The City Librarian noted that Supervisor Dufty had committed to follow through with practical steps needed to address these underlying transit and parking issues in Glen Park.

AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

City Librarian Susan Hildreth presented an overview of Cooperative Agreements for Ingleside Branch – Aptos Middle School / Ortega Branch – A.P. Gianni Middle School, Sunset Elementary School /Visitacion Valley Branch – Visitacion Valley Middle School, Visitacion Valley Elementary School between the Library and the San Francisco Unified School District (SFUSD) (copies attached) and the related resolutions recommending Board of Supervisors approval of these agreements. Ms. Hildreth called attention to the high priority and weight placed on having such agreements in the State Library Bond Prop 14 regulations and then introduced Library Chief of Children and Youth Services Toni Bernardi. Ms. Bernardi presented background information on the existing cooperation between the library and the school district and highlighted how these agreements could strengthen and formalize these relationships in a very beneficial way. Ms. Bernardi then discussed the details of ach of these agreements.

Public comment on AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

An anonymous member of the public found the proposed agreements lacking in reciprocity by the schools suggesting that the Library was providing the most citing the terms of the contribution language that could be read to mean no contribution by the schools. This person found the proposed agreements problematic, a bureaucratic response to a bureaucratic need. Mr. Ed Regan criticized the proposed agreements as providing too much for students and suggesting that the new branches would not have sufficient room to service everyone. Mr. David Zamlich, an Anza Branch user thought the agreements a wonderful idea, noting that anything that encourages children to use the library was good. Mr. Zamlich pointed out the libraries were safe environments for homework and that providing more services for youth was better. Mr. Peter Warfield expressed concern that the differing aims of schools and libraries not result in diminished library services for others. Mr. Warfield questioned increasing the numbers of books on tape in library collections as noted in the Aptos agreement and also expressed concern with the possible long-term impact of the cost of providing these services.

Commission comment on AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

Commissioner Bautista citing the importance of having such agreements for the success of the Library's efforts to obtain Prop 14 (State Library Bond Act) funds, lauded these agreements as providing a model for providing 21st century library services to all San Francisco's children. President Higueras agreed that that the Library was already providing much of these kinds of services in a less efficient and structured way and that these agreements could improve delivery of these services. In response to a question by President Higueras regarding any increase in costs to the library, Ms. Bernardi noted that as these agreements simplify and clarify much of what was already occurring there was no expectation that there would be any additional costs resulting from these agreements. Ms. Bernardi also noted regarding books on tape that there was an ever increasing systemwide demand for such materials by limited English speakers who wished to use them so that they could better understand and assist their children with assigned readings. As a follow up to Commissioners' comments Ms. Bernardi proposed that a report card on the success of these agreements be brought to the Commission next year

MOTION: Commissioner Bautista, seconded by Commissioner Steiman for approval of the proposed joint use agreements between SFPL and SFUSD and urging the Board of Supervisors to approve these agreements.

ACTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

The City Librarian presented a report on: the Tool Lending Center's status; on the

Children's Internet Protection Act (CIPA) decision; and a 02/03 Statistics report (copy attached). In her report Ms Hildreth lauded Donna Corbeil, Rich Walsh, and George Nichols for quickly and efficiently responding to the unexpected difficulties of SLUG the Library's non-profit partner in the Tool Center. The City Librarian noted that it was her hope that next year's statistics might include tracking of online and library website use estimated to be 5.5 million hits in 2001/02.

Public comment on AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the fate of the Tool Center should be a red flag concerning cooperative agreements that must be based on trust and mature communication. This person suggested that the surprise collapse raised questions concerning safeguards and noted few details about how it happened or any costs that could result. This person also discussed the failure of previous versions of the CIPA to pass muster with the courts and challenged the reported library statistics. Mr. Peter Warfield wondered at the cost to the Library from the SLUG collapse, applauded that the Library would not filter its computers, and expressed frustration that the statistics had not been provided to him prior to the meeting.

Commission discussion of AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

In response to questions by President Higueras and Vice President Steiman, the City Librarian discussed the next steps that the American Library Association (ALA) was considering in response to the court's decision upholding the Children's Internet Protection Act (CIPA). In answer to additional questions by President Higueras and Vice President Steiman concerning the meaning of some of the numbers reported, the City Librarian noted that it seemed that many of the less difficult reference questions were being answered by users going directly online and that the result was that although there were fewer reference questions asked their complexity was greater. In response to a comment by Commissioner Strobin, it was suggested that the improved directional signage and greater familiarity with the building had also led to fewer users asking "where is?" kinds of questions of staff. In response to a question by President Higueras, Ms., Hildreth and Finance Director George Nichols outlined what had occurred with SLUG (San Francisco League of Urban Gardeners) and reported on the Request for Proposals (RFP) to replace it. In answer to a question by Commissioner Bautista it was noted that there was $175,000 in the Library's 03/034 budget to operate the Tool Lending Center and that very few tools had not been returned and that more were still being returned.

President Higueras called for a brief recess at 3:49PM
The Commission returned to session at 4:05PM

Commissioner Chin joined the meeting at 4:06PM

AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

Library Finance Director George Nichols presented a detailed report discussing and describing the Library's 2003/04 Budget as approved by the Board of Supervisors and signed by the Mayor (copy attached) noting that the final budget was $55.6 million, which was $964,000 greater that the budget the Commission had approved in March.

Public comment on AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

An anonymous member of the public found Mr. Nichols detailed report useful, citing in particular the struggle to preserve the Library's book budget and commenting that the Board of Supervisors decision (to reduce it) was incorrect. Mr. Peter Warfield also expressed concern about the book budget and recommended that the Library focus on what he suggested was Prop E's (Library Preservation Fund) mandate for more books and hours and not spending on things thought not central to its mission.

Commission discussion of AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

President Higueras commented that in view of the fact that 80% of the library budget was absorbed by personnel costs there was little remaining to add without reducing personnel. The City Librarian noted that the Board of Supervisors had exercised its authority to tap funds that the Library Commission had set aside for books and that therefore the Commission was without any further recourse. Deputy City Attorney Catharine Barnes suggested that should the Commission wish to discuss issues involved in the Board of Supervisors' decision shifting Prop. E funds that it could convene in a closed session or request a written opinion on this matter from the City Attorney. In response to questions the City Librarian noted that the School District had made no request that it be given funds and cited other monies such as the funds for the purchase of the site for the new Portola Branch Library that the Board of Supervisors had bundled together as an assistance package for the school district. Commissioner chin pointed out that the Library's fixed personnel and facility costs severely limited the amount of the budget that was discretionary. President Higueras noted that the Library had suffered relatively slight damage in view of the City's overall budget shortfall. There followed a discussion of the next steps in materials recovery as the Board of Supervisors had directed that the Library use the Tax Collector's Office to recover lost materials.

AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

Chief of the Main Library Kathy Lawhun presented an overview report of the 17 projects included in Phase I of the Main Library improvements related to issues raised in the Post Occupancy Evaluation (POE) Report.

The Public Comment Summary Statements included in Appendix A of these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Library Commission 8/21/03

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Public comment on AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

Mr. Peter Warfield found little in the report that provided additional space for books and queried as to how much space might become available. Mr. Warfield also inquired about the installation of new signage and asked what public input had been sought, suggesting that a mandate for public input should have been included in the Request for Proposals (RFP) for the new signage.

Commission discussion of AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

President Higueras and Commissioner Bautista lauded improvements in the cleaning of exterior areas around the Main Library.

AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public commented on Vice President Steiman's comments concerning lawsuits and noted that their current lawsuit against the Library was scheduled for trial on December 1st. Mr. Peter Warfield commented that there had been no increases in hours since the adoption of Prop. E and several discussions regarding reductions. Mr. Warfield additionally noted that the book budget had risen and then fallen only now reaching the same level as immediately after Prop. E (Library Preservation Fund) was adopted. Mr. Warfield suggested that a source of funds for more books could be found by elimination of staff positions not providing public service.

President Higueras called a recess at 4:57PM until the scheduled 5:30PM time set for a public hearing on the Library's Strategic Plan 2003-06.
The Commission reconvened at 5:32PM

AGENDA ITEM #8 LIBRARY STRATEGIC PLAN 2003-06

President Higueras outlined that there would be a presentation on each of the elements of the draft plan followed by opportunity for public comment limited to 2 minutes. City Librarian Susan Hildreth then introduced library consultant Gail McPartland who began her detailed presentation (copy attached) on each of the elements of the proposed 2003-06 Strategic plan for the Library.

1st Public comment on AGENDA ITEM #8 LIBRARY STRATEGIC PLAN 2003-06

1st Service Response (General Information)

An anonymous member of the public noted that the history was flawed, does not include South Park branch; creates impression that planning happens all the time; lack of planning has been the practice. Ms. Marcia Popper – emphasis is on a 3-year plan; many programs and services are not reflected in the plan (business, technology, music, children, etc.); does not infer these are not important services. Mr. Peter Warfield – should be general and specific to include all services; where is history? Where are books? Where are references to social and civic life; very narrow goal; uses a 'canned methodology.' Ms. Melissa Riley (Librarians Guild) – does not include fiscal implications for the chosen priorities; short shrift to space, services and staff, ranking of 3 priorities then putting on equal level is unclear. Ms. Marti Goddard (special needs advocate) – as a staff member, this felt good to read; includes all residents; can use to support work. Mr. Roberto Esteves (retired librarian) – plan is exciting; has vision and a way to evaluate services; will need to prioritize some activities

1st Commission Discussion

Commissioner Chin noted "all residents" cannot be achieved, recommend lowering the standards of the goals; library will be sued if this language is used; bound by time – only until 2006. There was a recommendation to change 3.1.1 language re: privacy

2nd Service Response (Lifelong Learning)

2nd Public Comment

Anonymous member of the public noted this should be strongest priority but is the weakest; is amorphous; attracts new users but the library is an intimidating place; plan provides for 'little' programs. Mr. Peter Warfield – where does this fit with larger plan? Will this spawn other documents? Pp. 9 'overall needs of the San Francisco Community" does not indicate what is left out. Mr. Ang Lee , a West Portal user (father) and his son who enjoys using the library commented it encourages thinking and suggested conducting needs assessments before implementing much self-service; also the plan should enhance quality of service; adequate staffing, e.g. reference staff, should be preserved; outreach is good, but not at expense of staffing; encourages that branch staff, including circulation staff, should be maintained at excellent levels. Ms. Marcia Popper – Notes privacy issues (from previous section) are covered in values section. Ms. Melissa Riley – pp. discusses privacy; Board of Supervisors language uses the word "support" (recommended change); librarians barely able to cover desks, outreach and programs are problematic for service; outreach inside library buildings is also important

2nd Commission Discussion

Outreach, like all programs and activities, will have a next step which will include staff assessing and implementing what can be done; implementation is not addressed in this phase of the planning process. The Plan shouldn't add too much to what staff is already doing; shift activities to other capable groups such as the Friends, volunteers, etc. There should be a discussion on wireless and its implementation since out-dated technology is a continuing concern for youth (recommended follow-up presentation to the Commissioners).

3rd Service Response (Current Topics and Titles) and closing material

3rd Public Comment

Anonymous member of the public – Susan Hildreth makes moot her plan of "modern service trends" by not including most or all library programs in the document; role of librarian changed to 'navigator' with more help desks using Internet browsers; pp. 20 15.1.1 concern over Collection Development Advisory Committee including 'stakeholders' to choose books. Mr. Peter Warfield – Plan should be a high-level document, not a discussion of detail; Current Topics and Titles is either too limited or too broad; pp. 21 reference to RFID was quoted as costing approximately $1million in a letter to the Board yet isn't clear how it relates to Current Topics and Titles. Ms. Melissa Riley – 15.1.1 Advisory Committee includes only the Main Library Affinity Centers and should include other interested groups (recommended change to wording); preservation and conservation of materials is not included; rapid delivery has staffing and ergonomic implications; encourages don't diminish the value of browsing collections. Mr. Roberto Esteves – RFID assists in inventory control and automated routing; proven technology in the commercial world for keeping materials available to the public

3rd Commission Discussion

Clarify RFID is part of a world-wide trend, not just a library technology; RFID allows ability to find misplaced materials easily so items aren't lost for ling periods of time (recommended change). Clarify establishment of staff task forces and committees is the City Librarian's purview, not a Library Commission role. Identify budget items; prepare a staff presentation on RFID.

Summary Comments

4th Public Comments

Anonymous member of the public – recognizes the hard work of all involved with the planning; encourages remaining relevant; keep core values and remove barriers for users Ms. Laura Lent (Librarian) – sees public input in the plan; supports the plan and the added challenge to push library forward; plan accurately reflects public's direction and desire for service; includes linguistic diversity; online automation system and vendors will help address the stated needs. Ms. Melissa Riley - notes conflict between traditional literature and popular materials; likes the plan referring to 'users' and not 'customers'. Ms. Toni Bernardi (Librarian) – plan is broad in scope; place for children, teens and all user groups in all parts; the plan is not segregated; high-quality teen collections where teens ask for what they want, especially electronic resources, computers and graphic novels. Mr. Peter Warfield – unclear what is purpose and context for the plan. What is the use? Measurables? Will other services be forgotten? Library is source for other materials no longer in bookstores; would wish the plan included something about collection breadth and depth. Mr. Roberto Esteves – technology and services to move the library forward; Library is trustworthy; not throwing collections away.

4th Commission Discussion

Collection sections provide extensive stressing of collection. 1st step in right direction; find where we are lacking. The Plan provides a start and not an end, "Draft" will become "Final Draft" and changes will be indicated. Question re: written comments: A means for submitting written comments was provided and none were received. The Plan provides "reliable and responsible" stewardship for the future, is idealistic (which is OK) and the practical (which is sometimes too ambitious), and needs to address more of 'what are we going to deliver'.

AGENDA ITEM #9 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the meeting be adjourned.

Public comment on AGENDA ITEM #9 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:07PM.

Michael Housh, Commission Secretary 8/28/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the special Commission Meeting of July 17, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

AUGUST 21, 2003 SPECIAL LIBRARY COMMISSION MEETING

EXPLANATORY DOCUMENTS

JOB	#	Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (5/03)	REVENUES – FUND STRATEGY: City Prop. A Bonds	REVENUES – FUND STRATEGY: State Prop. 14	REVENUES – FUND STRATEGY: Other Sources	REVENUES – FUND STRATEGY: Total All Sources	FUND STATUS: Appropriated	FUND STATUS: Total Available	EXPENDITURES/ENCUMBRANCES: Actual 31-Jul-03 B	EXPENDITURES/ENCUMBRANCES: New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,475,250	3,475,250	118,192	90,732
IN	7515A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	102,130	18,715
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	39,775	25,273
VV	7521A	Visitacion Valley	2,090,000	2,805,000	2,806,000	(4)		2,808,000	2,250,000	2,250,000	17,488	9,458
SC	7523A	Support Services	9,080,000	8,525,000	8,628,000			8,826,000	8,526,000	8,526,000	8,541,530	18,468
		SUBTOTAL	*15,480,000*	*18,855,000*	*15,955,000*	*1,900,000*	*0*	*18,855,000*	*18,345,250*	*18,345,250*	*8,819,115*	*152,552*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,629,000	3,829,000	(4)		3,829,000	3,629,000	3,629,000	811,402	8,111
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	978,125	978,125	43,108	0
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	255,652	100,060
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,125	1,047,125	40,780	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	44,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	683,873	60,108
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	820,000	820,000	34,194	0
		SUBTOTAL	*29,430,000*	*28,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*15,405,750*	*15,406,750*	*1,713,023*	*158,277*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,818,000	865,000	585,000	38,833	0
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,818,000	665,000	685,000	54,514	0
NB	7528A	North Beach	3,480,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750	118	83
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,314	80
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	978,125	976,125	18,106	123
		SUBTOTAL	*17,450,000*	*15,095,000*	*11,695,000*	*3,400,000*	-	*15,095,000*	*5,795,375*	*5,795,375*	*159,700*	*265*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,829,000	3,629,000	(4)		3,629,000		0	18,690	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,580,000	3,382,000	3,382,000	(4)		3,382,000	350,000	350,000	8,832	1,272
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,520,500*	*350,000*	*350,000*	*70,426*	*1,272*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7538A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,580,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,577,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	353,400	353,400	11,906	7,207
		SUBTOTAL	*7,040,000*	*6,888,000*	*6,888,000*	*0*	*0*	*6,688,000*	*353,400*	*353,400*	*11,906*	*7,207*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	102,991	4,109
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	582,500	562,500	98,170	1,858
PM	7509A	City Program Management	3,800,000	3,800,000	3,800,000			3,800,000	1,013,822	1,013,822	649,835	36,810
RE	7502A	Real Estate Dept	120,000	235,281	235,281			235,281	235,281	235,281	235,281	115,281
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	68,450	37,442
RM		Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000	300,000	300,000		0
FE		Furniture & Equipment Reserv	15,000,000	18,000,000	0		18,000,000 (3)	18,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,822	338,622	290,051	0
SF		Program Reserve	1,875,000	4,243,219	4,243,219			4,243,219		0		0
		SUBTOTAL	*27,805,000*	*31,750,500*	*15,750,500*	*0*	*16,000,000*	*31,750,500*	*3,352,225*	*3,352,225*	*1,444,778*	*195,500*
TOTAL			133,265,000	134,265,000	105,865,000	10,000,000	18,400,000	134,265,000	43,655,000	43,655,000	12,218,948	535,174

(1) not used

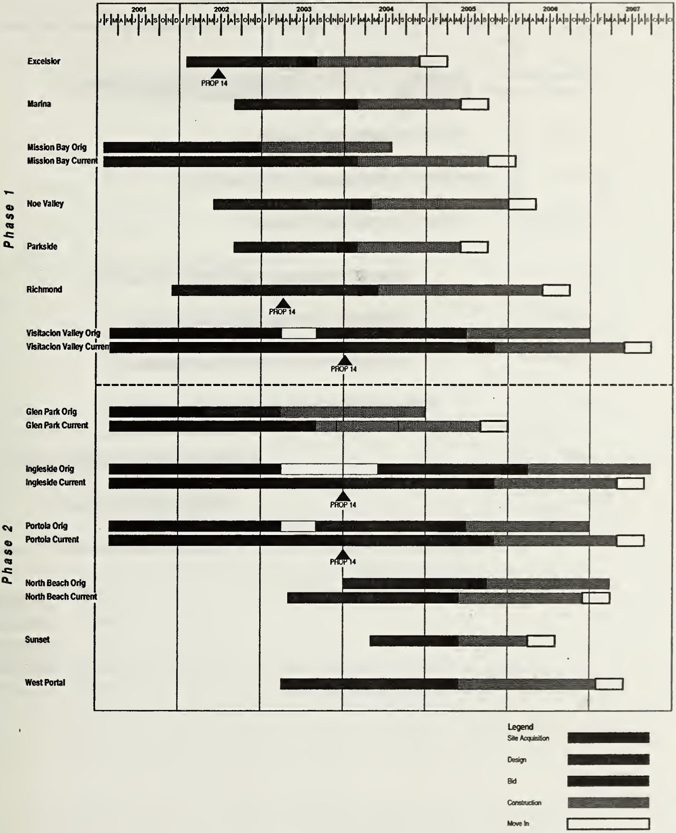
(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.

(4) Prop. 14 applications may be submitted for these projects

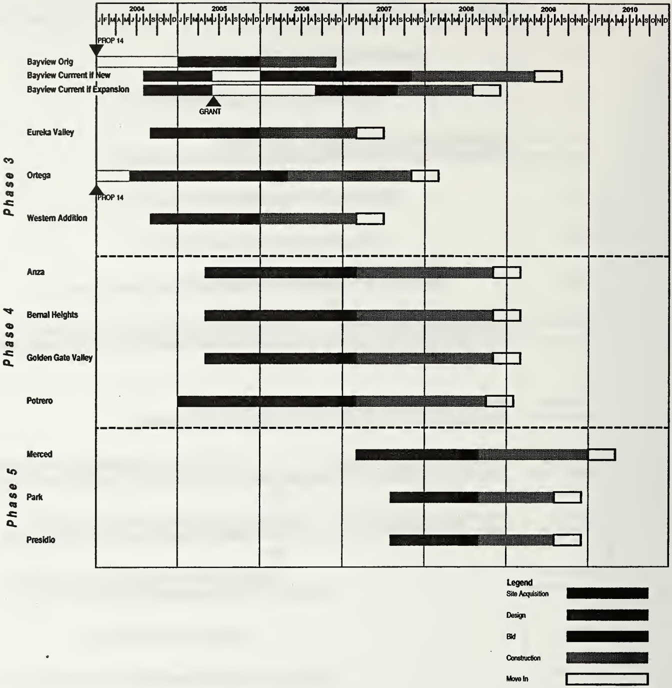
Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.

- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair /water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
San Francisco Public Library

By: ______________________________
San Francisco Unified School District

Date: ______________________________

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________ Board of Supervisors, City and County of San Francisco	By: ______________________________ San Francisco Unified School District
Date: ______________________________	Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

CITY LIBRARIAN'S REPORT, AUGUST 21, 2003

The status of the Tool Lending Center was reviewed. The San Francisco League of Urban Gardeners (SLUG) has provided this service for three years through a contract funded by the Library. In July, SLUG stopped operations due to fiscal difficulties; and the Tool Center temporarily ceased operation. Library staff retrieved tools that were being used and secured all City assets at the Tool Center. The Library has issued a request for proposal for non-profit organizations that are interested in operating the Tool Center and hope to identify a new operator and have the Center reopened in October or November. The City Librarian reviewed the Supreme Court decision issued in late June finding that the Children's Internet Protection Act (CIPA) was constitutional. This decision means that libraries must filter all computers in order to qualify for E-Rate subsidies for internet connectivity. Because of existing City legislation prohibiting installation of filters on adult or teen pcs, the Library will no longer quality for the portion of the E-rate subsidy that supports Internet access. The Library will continue to apply and qualify for E-Rate telephone line and other subsidies. Attached is a statistics report that compares various key indicators for 2001/02 and 2002/03.

San Francisco Public Library
Library Use Statistics
2001-02 and 2002-03

	Main		**Branches**		**Total**		
	2001-02	***2002-03***	***2001-02***	***2002-03***	***2001-02***	***2002-03***	***% Change***
Circulation	2,182,733	2,397,979	4,146,156	4,395,356	6,328,889	6,793,335	7%
Registration	26,203	30,231	29,722	36,142	55,925	66,373	19%
In-Library Material Use	1,559,642	1,508,858	2,136,204	2,236,163	3,695,846	3,745,021	1%
Visits	1,927,957	2,153,712	4,179,152	4,611,377	6,107,109	6,765,089	11%
Reference Questions	619,473	611,914	561,787	596,435	1,181,260	1,208,349	2%
Directional Questions	597,493	544,482	1,012,580	1,024,549	1,610,073	1,569,031	-3%

August 21, 2003

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

July 31, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET**

On July 31, 2003, the Mayor signed the City's $4.9 billion budget for 2003-04 which included $55.595 million for Library services. As a result of actions taken by the Mayor and the Board of Supervisors, the Library's approved budget is $964,000 greater than the budget approved by the Library Commission. The increase includes $150,000 added by the Mayor to support the hospital library operated by the Department of Public Health (DPH); and $1,000,000 added by the Budget Committee for school libraries ($500,000) and for neighborhood library facilities ($500,000).

The DPH allocation is funded by Library Preservation Fund (LPF) baseline revenue; the allocation for neighborhood library facilities is funded by LPF reserves; and the allocation for school libraries is funded by LPF baseline revenue ($176,000), LPF reserves ($138,000); and redirection of $186,000 that was budgeted to increase the Library's books and materials budget. With the redirection of the $186,000 the allocation for school libraries resulted in a net budgetary increase of $314,000.

This budget was difficult to prepare and difficult to manage through the process. Proposition E revenue projections changed frequently as the Controller updated his forecast. The January 2003 estimate – the projection on which the Library's February budget was based – changed significantly in March 2003 and again in May 2003. Between January 2003 and May 2003, estimated revenue allocations required by the Charter declined by $1.4 million. However, during the Budget Committee hearing on June 25, 2003, we learned that the Controller's updated projection included an additional $176,000 in General Fund for the Library.

As you recall, the City faced a $347 million shortfall that threatened many basic services and hundreds of City jobs. Although some services were cut and some layoffs did occur, major service reductions and layoffs were avoided through revenue increases, union contribution of retirement payments, and through creative financing.

With regard to Library revenue, baseline allocations required by the Charter ended up slightly higher than the amount budgeted in the previous fiscal year. Year to year growth however was significantly less than prior years and for the first time in many years revenue growth was insufficient to cover all of the Library's spending proposals. The Library prepared a $3.2 million reduction plan which was not implemented because of union agreements to pickup the 7.5 percent retirement contribution that had been City paid. This saved the Library $2.5 million, mitigated the need to cut services or to layoff staff, and provided funds to support several new funding initiatives critical to the Library.

Budget Hearings

During Budget Committee hearings, school financing became an issue and the Budget Committee in an effort to provide more funding for the City's schools took a number of extraordinary steps to increase school funding. This included an allocation from Library funds to support school district libraries. During the Budget Committee hearing on June 25, 2003 Supervisor Daly proposed appropriating $1 million from the Library Preservation Fund (LPF) reserve to support school libraries.

The City Librarian reminded the Committee that the district was receiving $1.2 million from Library bond funds for the purchase of land at the MLK Middle School for the Portola Branch Library; and to save the reserve, offered the GF increase of $176,000 and the $186,000 increase for our own books and materials budget in conjunction with the $1.2 million from the bond to support school libraries.

When it became clear that the Committee wanted a full $1 million from the reserve, the City Librarian in an effort to protect funds for Library use, proposed $500,000 for the schools and $500,000 to supplement the Branch Library Improvement Program given 1) the uncertainty of State Proposition 14 funding which is expected to provide $10 million overall to the program; and, 2) unanticipated needs of the bond program. Ultimately, the Committee agreed to the $500,000 for the district after the City Librarian made a case that Library funds were needed to support Library programs. The $500,000 for school libraries is funded by the GF increase of $176,000, the redirection of $186,000 budgeted to increase our own books and materials budget and $138,000 from the LPF reserve.

The Budget Committee also approved the $500,000 from the LPF reserve to supplement the Branch Library Improvement Program. The $500,000 provides a hedge in the event the Library falls short of its goal of $10 million from State Proposition 14 Bond Funds and there are unanticipated program expenses.

The allocation of LPF reserves for school libraries and the DPH hospital library were policy decisions made by the Budget Committee and the Mayor.

Library's 2003-04 Budget

The Library's $55.595 million budget is only $203,000 greater than the 2002-03 budget. Although significant dollars were added to cover increases in the baseline budget (e.g., annualized salary and fringe costs, health benefit plan cost increases, and workers compensation rate adjustments) and new funding initiatives such as staffing and operation of the Support Services Center, the increases were offset by the reduction of $2.5 million in retirement benefits – a cost assumed by the City's employees.

Prior to the Budget Committee hearings, the Board's Budget Analyst reviewed the Library's proposed budget and recommended $341,000 in reductions. Through negotiation with the Analyst we were successful in reducing recommended reductions from $341,000 to $141,000. The reductions taken will not significantly impact operations or public services.

During the hearings we were successful in getting the Budget Committee to reallocate back to the Library the $141,000 that was cut from the budget to offset the loss of Federal E-rate discounts that will occur as a result of the Supreme Court's decision upholding the legality of the Children's Internet Protection Act (CIPA).

The Library's budget has sufficient funds to continue all existing services and programs. Services will not be cut or reduced and employees will not be laid off. Significant items funded in the budget include:

- $348,000 for the annualized cost of salary and fringe adjustments only partially funded in 2002-03.

- $474,000 to cover cost increases in employee health benefit plans.

- $183,000 to cover increases in workers compensation rates.

- $228,000 to staff and operate the new Support Services Center.

- $200,000 for routine maintenance and repair of Library facilities.

- $270,000 for the final phase of telephone replacement projects at Branch Libraries ($270,000).

- $149,000 to supplement the budget for the construction of a loading dock and to modify first floor space in the Support Services Center to accommodate the needs of Technical Services which will relocate to the new building.

- $176,000 to convert 70 Library Page positions from temporary, part-time as needed to permanent civil service status. This will allow this staff to retain fringe benefits they've been receiving and addresses inequities in their appointment status.

- $207,000 to reduce budgeted attrition savings which was over-budgeted and $171,000 to augment premium pay which was under-budgeted. These adjustments will enable the Library to fill vacancies in a timely manner and mitigate impacts on public service.

- $55,000 for two Express Checkout Machines – one for the Mission Branch and one for the Anza Branch.

Materials Recovery Program

The Budget Committee did not approve funding to implement the Materials Recovery Program with Unique Management Inc. (UMI). However, in disapproving the program, the Committee left the funds in the budget to work with the Tax Collector's Office on a recovery program through that agency. We have had preliminary discussions with the Tax Collector and though slightly more costly, a recovery program through the Tax Collector's Office could be a viable alternative.

Library Preservation Fund Reserve

It is Commission policy to maintain a reserve of 3 to 5 percent of projected revenue. Based on 2002-03 revenue of $53.5 million, the reserve would range from $1.6 to $2.7 million. Prior to the Budget Committee's actions, the reserve balance was $3.5 million[1] or 6.5 percent of projected revenue.

Reserve funds are accumulated as a result of both prudent management of Library resources and budget, and revenue collections and allocations that exceed the Controller's budgeted projections and amounts annually appropriated to the Library.

By Charter, the Controller is required to allocate to the Library Preservation Fund, the appropriate share of revenues that exceed budgeted estimates. This occurs at the end of each fiscal year; and, for each of the last 5 fiscal years – including the year just ending – actual revenues have or will exceed budgeted revenue.

---

[1] The Library's February Budget assumed an allocation of $1.4 million the LPF reserve. Although revenue allocations declined, an allocation from the LPF reserve to support the proposed budget was not needed due to Union pickup of retirement benefits which reduced costs by $2.5 million.

As shown on Attachment A, over this period, actual revenue exceeded budgeted revenue by an average of $1.7 million or 4 percent annually.

With respect to our management, the Library has not had an operating deficit during the last five years and in fact, has ended each of the last five fiscal years with appropriation savings. This is responsible management. A portion of these savings are credited back to the LPF reserve further increasing the balance.

In light of the economic downturn and the threat that this poses to Library services, it is important to maintain a prudent reserve. The reserve serves as a contingency fund to offset revenue declines and to forestall service reductions and layoffs during hard economic times. It essentially buys time while the economy improves. During stable economic times, a prudent reserve provides funds to complete one-time capital improvement projects such as the POE work or to purchase big-ticket equipment or system items such as the new ILS.

Given the efforts of the Budget Committee to minimize cuts and layoffs in other departments, we realized going into the hearings that the reserve could become an issue. However, we felt that with an uncertain economy, the potential add back of retirement dollars to next year's budget, and the need for funds to complete POE as well as other Library projects, it was necessary to carry a healthy reserve in the fund. Although this is a conservative approach to managing the reserve, it is under the circumstances both prudent and responsible.

2004-05 Budget Planning

Because of the actions taken by the Budget Committee with regard to the LPF reserve, we will face a dilemma as we develop our proposed budget for 2004-05. How large of a reserve should we maintain? What is enough, what is too little, and what is too much? If the economic situation does not improve over the next twelve months, the City will find itself in a similar position and the possibility exists that LPF fund balances could again be allocated to support programs or activities not of our choosing. How we deal with the reserve will ultimately depend on the state of the economy, the baseline revenues available to support Library programs; and baseline cost increases including the Union's position on retirement contribution payments.

Given the economic and political factors that drove this year's budget, the Library prepared a budget that was both reasonable and responsible. We were able, under very difficult circumstances, to craft a balanced budget without cuts in staffing or services and we were able to fund several new initiatives critical to the Library's operation. We regret that funds for the Materials Recovery Program with UMI were not approved but are pleased that the funds were left in the budget to work with the Tax Collector on a recovery program. And while we are concerned about the allocation of LPF reserve dollars and the reallocation of funds budgeted to increase the book budget to support school libraries, we recognize that the Budget Committee and the Board acted in what they believed to be the best interests of the City as a whole.

Attached for your information is a table summarizing actions taken by the Budget Committee and a set of charts describing the Library's 2003-04 Budget. Please call me at (415) 557-4248 if you have any questions.

Attachments

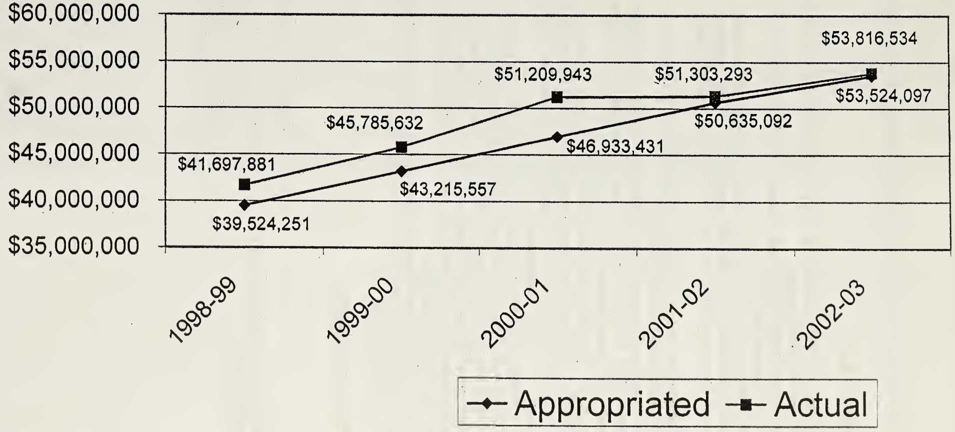
7/30/2003

Public Library

Prop E Revenue (Appropriated vs. Actual Allocations)

ATTACHMENT A

TOTAL BASELINE REVENUE (PROP E)



Illustrates difference between "appropriated" and "actual" revenue allocations. Actual revenue has exceeded appropriated revenue by an average of $1.7 million annually significantly contributing to the growth in reserves. 2002-03 is estimated.

SUMMARY OF BUDGET COMMITTEE ACTIONS
June 25, 2003

The Board of Supervisors approved the Library's proposed budget with the following changes:

	2003-04 Proposed Budget	**$54,780,840**
1.	Delayed effective date of the Librarian II for the Mission Bay Branch Library from July 1, 2003 to April 1, 2004 (Branch).	-$64,572
2.	Disapproved contract funds for consultant to assist with FF&E purchasing for Phase I Branch Library projects (Branch).	-$50,000
3.	Disapproved funding for contract with UMI to implement the Materials Recovery Program and redirected funds to a work order with the Tax collector. Directed Library to work with the Tax Collector's Office to implement a recovery program (Main).	-
4.	Reduced funds for purchase of two Express Checkout Machines to conform to updated estimate from manufacturer (Branch).	-$7,900
5.	Disapproved reclassification of an 1844 Management Analyst to an 1824 Principal Administrative Analyst. Position was to serve as facilities manager for the Support Services Center (Operations & Maintenance).	-$8,255
6.	Reduced equipment maintenance funds in Technical Services related to "old" ILS.	-$10,576
7.	Redirected the $141,303 cut from the budget to supplement work order with DTIS to cover loss of Federal E-rate discounts due to non-compliance with the Children's Internet Protection Act (CIPA) (Automation).	$141,303
8.	Reduced book budget to support Board's initiative to support SFUSD Libraries. Funds reduced represented the 3.3% increase budgeted in the base (IRMO).	-$186,000
9.	Added $500,000 to support SFUSD Libraries. Funding to support the Board's initiative comes from redirecting $186,000 budgeted in the base for books and materials; appropriating $176,203 in additional (new) LPF revenue; and an additional $137,797 from the LPF reserve (OCYS).	*$500,000*
10.	Added $500,000 for Neighborhood Library Facilities projects. Funded by additional appropriation from LPF reserves (Branch).	*$500,000*
	SUBTOTAL ADJUSTMENTS	**$814,000**
	2003-04 APPROVED BUDGET	**$55,594,840**

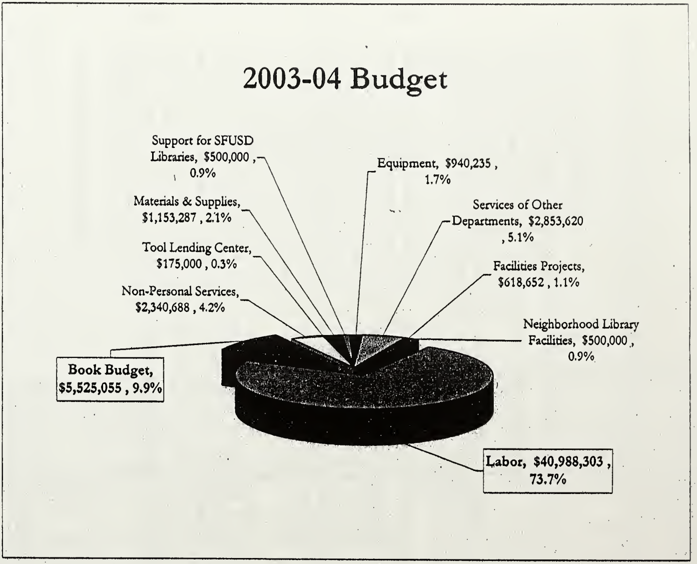
SOURCES	**Proposed**	**Approved**	**Change**
Library Preservation Fund (Baseline Requirement)	$53,889,006	$54,065,209	$176,203
Library Preservation Fund Reserve	$16,974	$654,771	$637,797
Other Funds	$874,860	$874,860	$0
Total Sources	$54,780,840	$55,594,840	$814,000

2003-04 Annual Appropriation Ordinance (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,473	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,701,764	$ 702,236	$ 2,901,526	$ 34,332,686
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,609	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,617
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 463,128	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ 141,303	$ 2,853,620
	TOTAL, OPERATING	$ 2,933,834	$ 2,953,458	$ 12,223,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,014,132	$ 3,947,852	$ 54,476,188
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ 270,000	$ -	$ -	$ -	$ -	$ 348,652	$ -	$ 618,652
	Neighborhood Library Facilities			$ 500,000							$ 500,000
	TOTAL BUDGET	$ 2,933,834	$ 2,953,458	$ 12,993,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,362,784	$ 3,947,852	$ 55,594,840

CHART 2

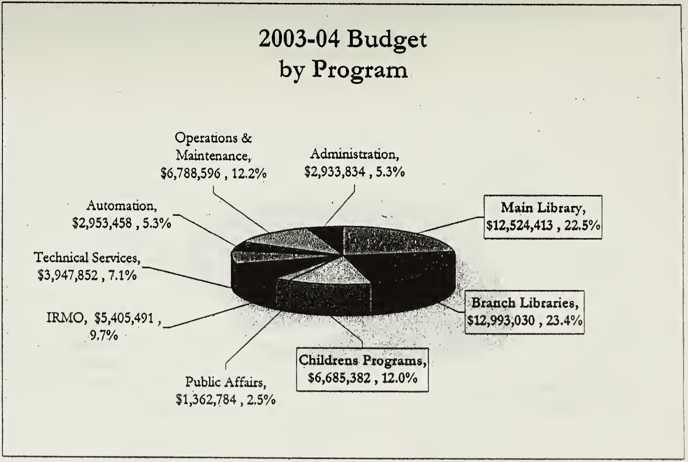
Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Facilities Projects	$ 618,652
Neighborhood Library Facilities	$ 500,000
Total Budget	**$55,594,840**

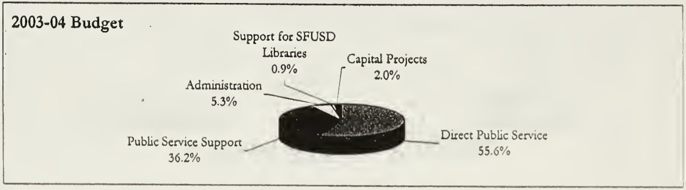


Main Library	$ 12,524,413
Branch Libraries	$ 12,993,030
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,362,784
IRMO	$ 5,405,491
Technical Services	$ 3,947,852
Automation	$ 2,953,458
Operations & Maintenance	$ 6,788,596
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for support of SFUSD Libraries.

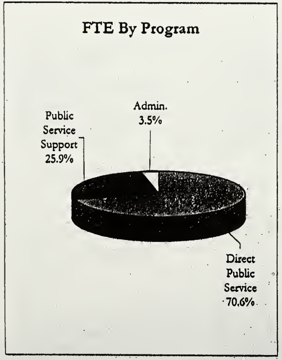
Direct Public Service	$ 30,932,825
Public Service Support	$ 20,109,529
Administration	$ 2,933,834
Support for SFUSD Libraries	$ 500,000
Capital Projects	$ 1,118,652
TOTAL BUDGET	$ 55,594,840

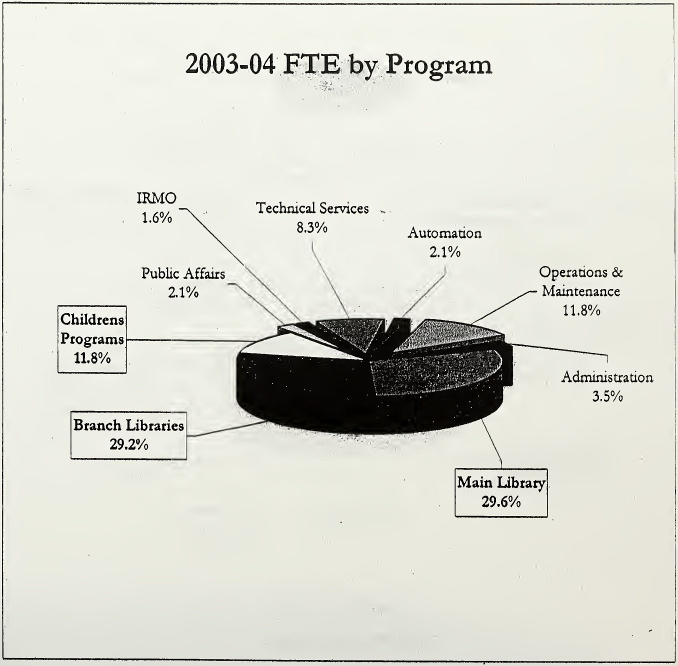

2003-04 Budget by Program


2003-04 Budget

Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

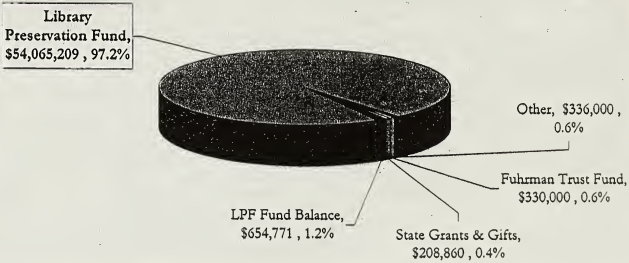
Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16


FTE By Program

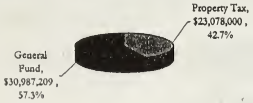

2003-04 FTE by Program

	Total
Library Preservation Fund	$ 54,065,209
Other	$ 336,000
Fuhrman Trust Fund	$ 330,000
State Grants & Gifts	$ 208,860
LPF Fund Balance	$ 654,771
Total Sources	**$55,594,840**
LPF (Baseline Allocation)	
Property Tax	$ 23,078,000
General Fund	$ 30,987,209
Total, Baseline Revenue	**$ 54,065,209**
General Fund	
Dept. Revenue	$ 791,343
State Public Library Fund	$ 714,663
General Fund Transfer	$ 29,481,203
Total	**$ 30,987,209**
Department Revenue	
Property Rentals	$ 28,243
Books Paid	$ 36,000
Fines	$ 420,000
Library Event Fees	$ 4,100
Misc.	$ 303,000
Total	**$ 791,343**

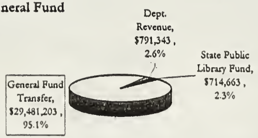
2003-04 Budget by Source



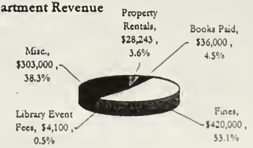
Library Preservation Fund (Baseline Allocation)



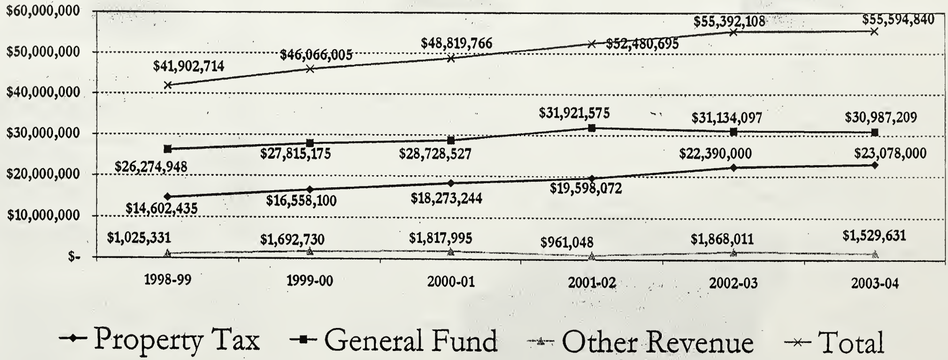
General Fund



Department Revenue



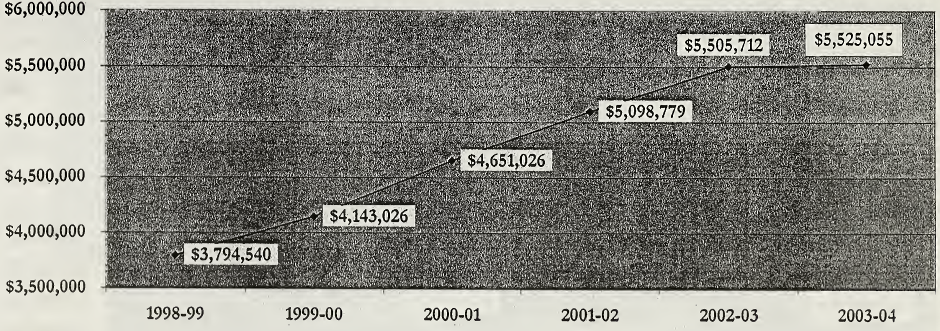
Budgeted Revenue by Fiscal Year and Source



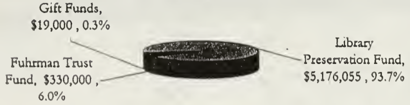
Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget



2003-04 BOOK BUDGET

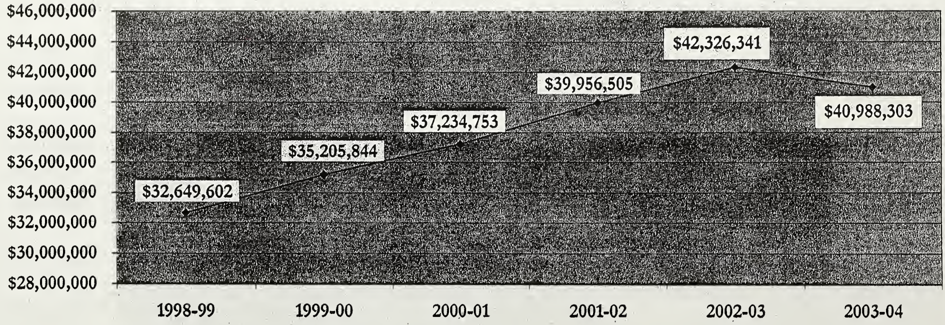


Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%

CHANGE FROM 1998-99 $ 1,730,515

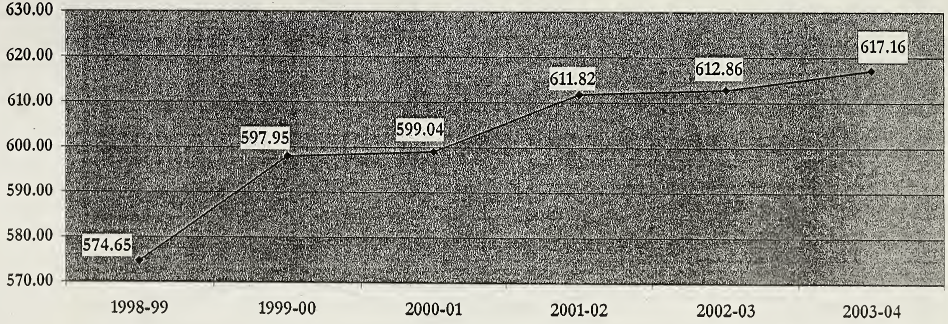
LABOR COSTS

Salaries & Fringe Benefits



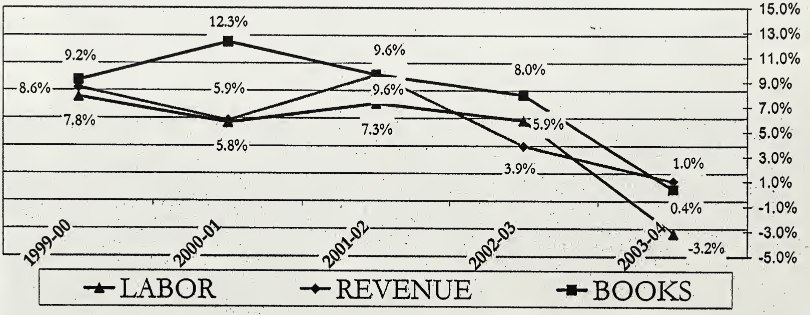
Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

Budgeted FTE by Fiscal Year



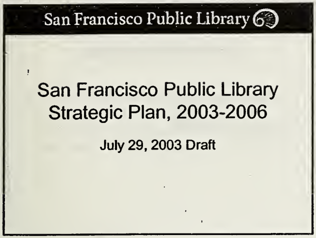
Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%

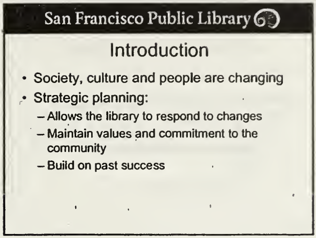
03/04 BUDGET REPORT NOTES



San Francisco Public Library

San Francisco Public Library Strategic Plan, 2003-2006

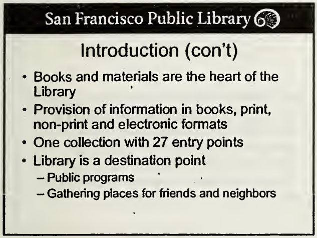
July 29, 2003 Draft



San Francisco Public Library

Introduction

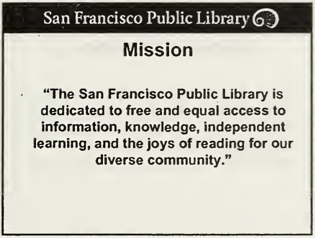
- Society, culture and people are changing
- Strategic planning:
  - Allows the library to respond to changes
  - Maintain values and commitment to the community
  - Build on past success



San Francisco Public Library

Introduction (con't)

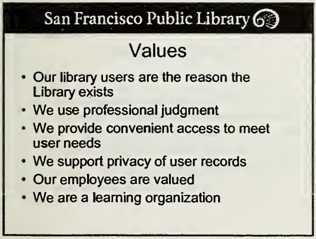
- Books and materials are the heart of the Library
- Provision of information in books, print, non-print and electronic formats
- One collection with 27 entry points
- Library is a destination point
  - Public programs
  - Gathering places for friends and neighbors



San Francisco Public Library

Mission

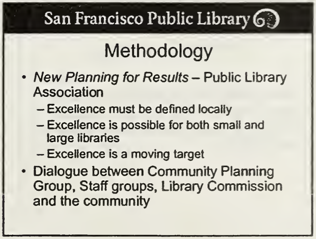
"The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community."



San Francisco Public Library

Values

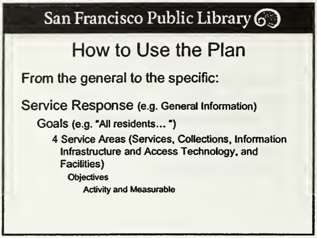
- Our library users are the reason the Library exists
- We use professional judgment
- We provide convenient access to meet user needs
- We support privacy of user records
- Our employees are valued
- We are a learning organization



San Francisco Public Library

Methodology

- *New Planning for Results* – Public Library Association
  - Excellence must be defined locally
  - Excellence is possible for both small and large libraries
  - Excellence is a moving target
- Dialogue between Community Planning Group, Staff groups, Library Commission and the community

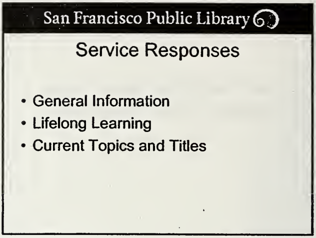


San Francisco Public Library

How to Use the Plan

From the general to the specific:

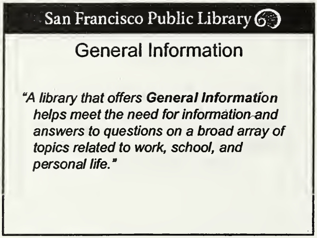
Service Response (e.g. General Information)
  Goals (e.g. "All residents... ")
    4 Service Areas (Services, Collections, Information Infrastructure and Access Technology, and Facilities)
      Objectives
        Activity and Measurable



San Francisco Public Library

Service Responses

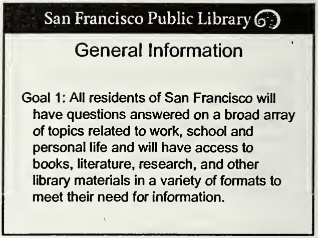
- General Information
- Lifelong Learning
- Current Topics and Titles



San Francisco Public Library

General Information

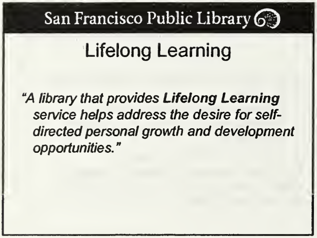
*"A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life."*



San Francisco Public Library

General Information

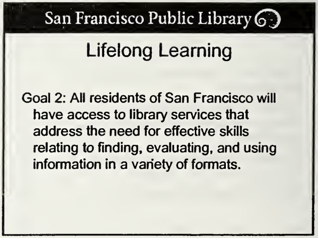
Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.



San Francisco Public Library

Lifelong Learning

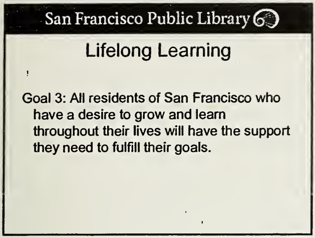
*"A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities."*



San Francisco Public Library

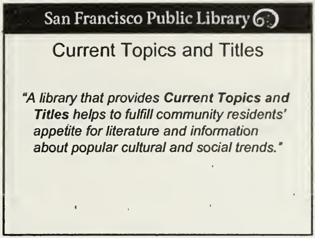
Lifelong Learning

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.


San Francisco Public Library

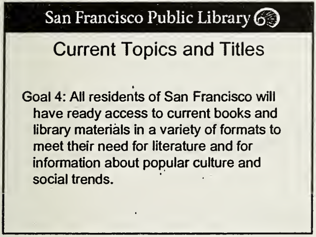
Lifelong Learning

Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.


San Francisco Public Library

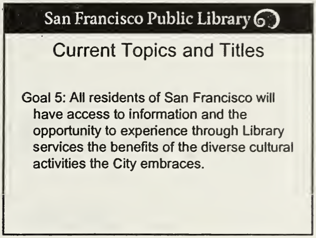
Current Topics and Titles

*"A library that provides **Current Topics and Titles** helps to fulfill community residents' appetite for literature and information about popular cultural and social trends."*


San Francisco Public Library

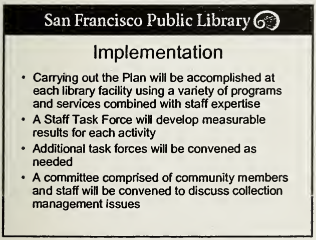
Current Topics and Titles

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and for information about popular culture and social trends.


San Francisco Public Library

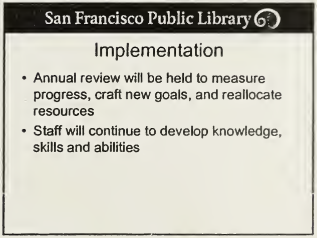
Current Topics and Titles

Goal 5: All residents of San Francisco will have access to information and the opportunity to experience through Library services the benefits of the diverse cultural activities the City embraces.


San Francisco Public Library

Implementation

- Carrying out the Plan will be accomplished at each library facility using a variety of programs and services combined with staff expertise
- A Staff Task Force will develop measurable results for each activity
- Additional task forces will be convened as needed
- A committee comprised of community members and staff will be convened to discuss collection management issues


San Francisco Public Library

Implementation

- Annual review will be held to measure progress, craft new goals, and reallocate resources
- Staff will continue to develop knowledge, skills and abilities

San Francisco Public Library

Conclusion

"The Strategic Plan 2003-2006 renews the Library's commitment to excellent public library service."

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN

2003 – 2006

[JULY 29, 2003 DRAFT]

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN 2003 – 2006

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INTRODUCTION

From its inception, the San Francisco Public Library's ability to achieve and maintain excellence and innovation has been the result of thoughtful planning focused on the needs and interests of the residents of San Francisco.

While the principles of library service are the same today as they were at the beginning of the 20th century, library services and their methods of delivery have expanded in ways unimagined by our predecessors. Libraries are changing because society, culture and the people we serve are changing. Strategic planning is what has allowed the library to manage these changes without losing sight of our values and our commitment to our community. The Strategic Plan 2003 -2006 is intended to continue to build on our past success by prioritizing and refocusing our energy and resources. Its development and implementation requires us to assess and adjust our efforts in response to a changing environment both within and outside the organization.

The San Francisco Public Library is the community's repository for books and materials about a wide variety of subjects and interests. The provision of information, in books, other print and non-print formats, or electronic form, is the primary role and service of the San Francisco Public Library. Although technology has become a significant factor in the provision of library services, it is not an end in itself. It is only one of the many means to provide information. Books and information are the heart of the library.

We are fortunate in San Francisco to have a wonderful Main Library facility that acts as the repository for all types of information and serves as a support collection for all our branches. The twenty-six branches of the Library, because of their size and community-based nature, provide books, information and recreational reading that serve the immediate needs of their users. Like the branches, the Main Library also serves a neighborhood community and provides that function primarily with services and materials in the First Stop[1] collection and the Children's Center. The roles of the Main Library and the branches complement each other and allow the Library to provide its users with information ranging from in-depth, historical treatment of subjects, to ready reference and current best-sellers. Our system is truly one library collection with twenty-seven entry points; and, with the Library's delivery system, materials move from building to building on a daily basis to satisfy the needs of library users.

The 21st century library serves as a gateway to the exciting and complex world of information. With the pervasive availability and use of the Internet, many people believe that they can serve the same function as a librarian, but librarians are trained to be information-seekers and can find answers to questions in electronic, paper or any other form. The role of the librarian is transitioning from one who provides information to users to one who serves as an information navigator or

trainer, assisting users to effectively identify and judge the quality of the myriad of information available on the Internet today.

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[1] First Stop is located on the main entry floor and includes a collection of books, videos, DVD's, CD's and other materials on a variety of popular and current topics and interests.

Although the functions of providing an exciting and balanced book collection and access to the world of information are important, the library also holds a special place in our neighborhoods as a venue for many types of public programs from story times to book groups, a gathering place for friends and neighbors, a meeting place for community groups and the repository for the history and culture of our neighborhoods. As well as serving as a destination point, the library seeks to become part of the communities we serve by reaching out to the diverse populations we serve, such as students, seniors, new immigrants, and disabled users. We hope to better meet the needs of our users by interacting with them in their own situations and going beyond the library walls to provide services.

This strategic plan was developed with input from community members and Library staff. By engaging the community in the planning process, we hope that we have produced a plan that is responsive to the needs of the community and goes beyond what the Library, without that community input, may have projected as its role in the community. By combining the knowledge and guidance of community members and the professional expertise of Library staff, we believe that we can effectively put the Library to work for the community. The San Francisco Public Library is here to meet the needs of its users and to serve as a partner with other agencies and the community at large in strengthening the quality of life in San Francisco.

MISSION

The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

VALUES

The values statement provides the framework that supports the planning and implementation of all the Library service responses.

- Our library users are the reason the Library exists. We provide quality service and treat all library users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to, and supportive of, human differences. Our goal is always to provide excellent customer service.

- We use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity in our city.

- We provide convenient access to facilities, resources and services that meets the needs of library users.

- We advocate for and support policies and procedures that support privacy of all library user records.[2] We value and provide free and equal access to all types of information.[3]

- Our employees are valued as individuals for their important contributions to the organization. An open exchange of ideas is encouraged throughout the library system. We encourage teamwork and collaboration. We support our staff by providing opportunities for growth and professional development.

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[2] The San Francisco Board of Supervisors passed Resolution 53-03 on January 21, 2003. The San Francisco Public Library Commission passed Resolution 2/03 on February 4, 2003 protecting library users' rights to privacy and confidentiality.

[3] The San Francisco Board of Supervisors passed Resolution 206-01 on October 1, 2001 which prohibits the use of Internet filtering or content blocking technology on City-owned computers used as public Internet access terminals.

- We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We constantly reassess our services and methods and attempt to see ourselves through the public's eyes.

HISTORY

The San Francisco Public Library, established in 1877, has had a fairly turbulent past, not unlike other famous institutions of our City. In 1888, the Main Library was situated in the City Hall on Marshall Square, which is the site of the current Main Library. Also, three branches were open in Mission, North Beach (now Chinatown) and Potrero Hill. In 1901, Andrew Carnegie offered the City $750,000 to support the construction of a new Main Library and several branches. Because Carnegie was perceived as not supportive of labor, this gift created much controversy and was not granted. The Main Library and two branches were destroyed in the 1906 earthquake, although in 1907 a new Main Library opened. In 1912, the Carnegie grant again became an issue; and the acceptance of the funds was placed on the ballot and overwhelmingly approved by the voters. This led to the construction of the Main Library, now the Asian Art Museum, and five branches. The Library system is now comprised of the Main Library and twenty-six branches, with a new Mission Bay Branch slated for construction in the near future.

The Library was not well-supported by the City for many years. A bond issue for construction of a new Main Library and new branches failed in 1948, which led to enhanced grassroots efforts to increase support for the system and the creation of the Friends of the Library. Years of citizen support were behind the success in 1988 of the $109.5 bond issue that funded the construction of the new Main Library, a magnificent, 376,000 square foot facility that opened in April 1996. Always ready for a challenge, citizens also worked to support Proposition E, a ballot initiative passed in 1994 that secured dedicated funding for the Library. Finally, in 2000, further citizen efforts resulted in the passage of the $106 million bond issue to support the renovation of most branches and the construction of five new branches.

Planning efforts were seriously undertaken by the Library system as early as 1958 when Emerson Greenaway, director of the Free Library of Philadelphia, was retained to survey the Library system. Another planning report was commissioned in 1982 by Columbia University library expert Lowell Martin. One of the first examples of plans that incorporated the needs of the community was the plan approved by the Library Commission in 1992. In 1997, the Mayor commissioned an audit of the Library; and one of the key recommendations was the development of a strategic plan. That effort was begun in 1998 by former City Librarian Regina Minudri. The Public Library Association's *Planning for Results* model was used as a basis for that plan. A draft plan was completed in 1999; and, although never officially approved by the Library Commission, that plan has guided the work of library staff over the last several years. Currently, the Board of Supervisors requires that every City department prepare a strategic plan.[4] Because of the City requirement and also due to the changing nature of society and new priorities for the library system, a new planning effort was begun in 2003, again based on the Public Library Association model.

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[4] Charter Section 9.114 regarding Mission Driven Budgets and Charter Section 16.120 regarding Customer Service Plans as part of Chapter 88 of the City Administrative Code.

METHODOLOGY

This Strategic Plan uses the model found in *The New Planning for Results, a Streamlined Approach* by Sandra Nelson for the Public Library Association (Chicago, American Library Association, 2001). The *New Planning for Results* was built on three basic assumptions:

1. Excellence must be defined locally – it results when library services match community needs, interests, and priorities.
2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources.
3. Excellence is a moving target – even when achieved, excellence must be continually maintained.

This method acknowledges there is no national standard for exceptional library service. Just as each community is unique, each library is unique in how it may best meet the needs of its community. To this end, members of the San Francisco community and selected staff, in two separate groups, were invited to a series of meetings devoted to creating a vision of San Francisco and discuss the Library's ability to help make the vision a reality.

First the Community Planning Group[5] was asked to define a vision of San Francisco as a place to live, work and visit. Members were asked to consider the social, economic, political, cultural and demographic make-up of the City. Next members were asked to consider the needs to be met if that vision of San Francisco were to be attained. It will come as no surprise that members desired to improve several situations such as homelessness, educational, cultural, political and socioeconomic issues encountered by residents and visitors on a daily basis. After defining these needs, members were asked to identify those issues the Library could help address.

Second, the Staff Focus Group[6] responded to the identified needs the Library could address by reviewing all library services. With a goal of helping the community achieve its vision, the staff group reviewed services such as collections, reading spaces, facilities improvements, websites, programs and exhibits and much more. Members used this opportunity to brainstorm new services and integrate services that have long been requested by members of the public. The resulting dialogue identified three service responses that would serve as the framework for existing and upcoming library services: General Information, Lifelong Learning and Current Topics and Titles.

Out of this dialogue grew the service responses, goals, objectives, and activities presented here. The Strategic Plan confirms the community and the Library's commitment to excellent library service for all who live and work in this great City.

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[5] See Attachment A for a list of participants

[6] See Attachment A for a list of participants

How to Use The Plan

As mentioned above, the Community Planning Group and library staff, in an ongoing dialogue, identified three service responses and community-specific goals that best meet the overall needs of the San Francisco community.[7] The service responses, including a definition from *New Planning for Results*, and the corresponding Library goals are summarized here for quick reference:

- **General Information** - A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

  Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

- **Lifelong Learning** - A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

  Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

  Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

- **Current Topics and Titles** - A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

  Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and for information about popular culture and social trends.

  Goal 5: All residents of San Francisco will have access and opportunity to experience the benefits of the diverse cultural activities the City embraces.

Each service response is expanded upon in the following sections. Readers will find each response has corresponding goals, objectives and activities. Additionally, the service responses were subdivided into four resource areas:

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[7] See Attachment B for a list of all library service responses considered during this process.

services, collections, information infrastructure and access technology, and facilities. By subdividing each service response, the groups hoped to ensure the planning activities were balanced throughout the Library so that all library services are represented.

One final note: Readers will find the order of the service responses are 1. General Information, 2. Lifelong Learning, and 3. Current Topics and Titles. This order represents the priorities identified by the planning groups. While maintaining the order to preserve the identified priorities, the plan itself strives to create three services of equal importance. This is to say, library staff will strive to treat Current Topics and Titles with the same focus and dedication as are awarded to General Information and Lifelong Learning.

GENERAL INFORMATION

*A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.*

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

Services

1. Develop and maintain Library programs that are community based, providing programming of interest to neighborhoods. [Goal 1]

    1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

        1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

    2.1 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

        2.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

    2.2 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

        2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

    2.3 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

2.3.1 Incorporate into outreach strategy and Branch Library Improvement Program[8] interim service plan to be developed and implemented by 2004/2005.

2.3.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2.3.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

Collections

3. Improve information resources available for the general public. [Goal 1]

3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity, and cultural mosaic of the City.

3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users. To be implemented in 2004/2005.

3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

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[8] In November 2000, the voters of San Francisco approved Proposition A, a $106 million bond to support the seismic, ADA, and technological renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

Information Infrastructure and Access Technology

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

    4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices.

        4.1.1 Create a secure and robust network environment that provides for use of wireless devices by June 2005.

        4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

        4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

    4.2 Provide remote access to library services including information resources and materials so residents may use the Library from their home or office anytime day or night.

        4.2.1 Continue to develop services for electronic users and potential online users by making all library services available in an electronic format. Services to include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

        4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

Facilities

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting place to visit. [Goal 1]

   5.1 Enhance teen services, a recognized age group that is currently underserved,[9] by creating unique physical spaces in appropriate library facilities.

      5.1.1 Engage the community, and particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

   5.2 Design environments that encourage a positive physical experience to sit, read and study.

      5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January 2005.

      5.2.2 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

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[9] While all library locations have recognizable areas to welcome adults and children, similar spaces for teens generally are not present. At the very age when we start losing them as readers, teens become an invisible population within the library. In order to encourage them to see the Library as relevant to their lives, it is important that we provide a setting that welcomes them and lets them know that their needs and interests are important and valued.

LIFELONG LEARNING

*A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities.*

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

Services

6. Provide opportunities for library users to learn how to use the Library's catalog, databases, Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

    6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

    6.2 Provide focused training opportunities to support the development of technology skills of seniors to begin by June 2004 and become ongoing thereafter.

    6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budge.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

    7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes. Outreach strategy to be developed and implemented by fiscal 2004/2005.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

8.1 Each library facility will develop and implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

9.4 Enhance and maintain the depth of research collections, special collections and the Affinity Centers in the Main Library to assist researchers.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural, educational programs, events and exhibitions. [Goal 5]

10.1 Ensure all residents are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

Collections

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

11.1.1 Establish collection goals to reflect the outcomes generated from 14.1.1 and ongoing community input at the local level that is included in the community needs assessment (14.1.2). To be ongoing beginning in fiscal 2004/2005.

11.1.2 Enhance the collections of materials that reflect the linguistic diversity of the City, for residents of all ages. Attain overall goal of 10%[10] of book and materials collection budget dedicated to books in languages other than English. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

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[10] The level of funding in 2002/2003 was approximately 6% for books and library materials in non-English languages.

Information Infrastructure and Access Technology

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

    12.1 Provide expanded technology opportunities for self-directed learning.

        12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

    12.2 Expand the Library's program of instruction to include subject-specific topics.

        12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

Facilities

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.

        13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

    13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

        13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

CURRENT TOPICS AND TITLES

A library that provides ***Current Topics and Titles*** *helps to fulfill community residents' appetite for literature and information about popular cultural and social trends.*

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats[11] to meet their need for literature and for information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access to information and the opportunity to experience through Library services the benefits of the diverse cultural activities the City embraces.

Services

14. Continue to enhance programs that support the Library's role as a clearing house for cultural, educational programs, events and exhibitions. [Goal 5]

    14.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005.

        14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

        14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's *San Francisco Community Services Directory*[12] program.

    14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

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[11] Formats include, for example, books, books on tape, DVD's, and CD's.

[12] This service, available from the Library's website, provides users with information about all San Francisco government agencies, health & human service providers, community-based organizations, museums, cultural institutions, community educational centers, neighborhood-oriented groups, and merchants' associations.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

Collections

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics in a variety of formats and languages.

15.1.1 Create a community based *Library Collection Development Advisory Committee*[13] to facilitate communication of community needs. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

15.2 Respond to the expressed demand for book and library materials on current topics and titles.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

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[13] This committee will be charged with providing meaningful input to the Library regarding the overall relevancy of book and other library collections in meeting the needs of the communities served by the Library. Composition, meeting frequency, etc to be developed as part of completion of 13.1.1

Information Infrastructure and Access Technology

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]

    16.1 Initiate implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification[14]) for books and other library materials to facilitate users self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service.

    16.1.1 Establish staff task force to research, analyze and make recommendations to Library Administration regarding RFID implementation.

    16.1.2 Incorporate funding for implementation as part of the 2004/2005 Library budget process. Implementation to begin in 2005/2006.

    16.2 Assist users in fulfilling their individual information needs by developing a *My Library* [15] service for customized library services. To be implemented by September 2004.

    16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

    16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Library* service.

    16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

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[14] Replaces barcode or "zebra" label on books and other library materials with a chip that contains information on the item that facilitates fast and easy checkout of each item.

[15] *My Library* incorporates library user flexibility and options in designing personal library accounts, such as receiving electronic recommendations for reading as new books arrive in interest areas designated by the user.

Facilities

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

17.1 Improve delivery of materials throughout the system so that 80%[16] of items requested and available on-shelf are received within three business days at the designated pick-up location.

17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

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[16] Data and analysis from a 2002/2003 delivery study suggests that currently items take up to 4 to 6 days to reach their destination.

IMPLEMENTATION

The Strategic Plan 2003 – 2006 will be realized through the activities, services and resources we provide. Each library facility, program area, and staff member is charged with developing and carrying out this Strategic Plan.

The City Librarian will convene a staff task force to develop measurable results for each of the activities listed in the Strategic Plan. Measurable results will be key to knowing how well each of the objectives is met over time. Also, as called out in the Strategic Plan, additional task forces will be convened to develop system-wide guidelines to create a positive experience and environment for library users, to develop an outreach strategy to further enhance the Library's connection with the community, and to develop an implementation plan for conversion to radio-frequency identification technology. Also, a broad-based committee will be convened to provide an opportunity for a community-based discussion about the Library's collection development policies and procedures.

Resource allocation is a critical element in accomplishing this plan. Each year, as part of the annual budget process, we will return to the Strategic Plan to measure our progress toward achieving our goals, craft new efforts for the coming year, and reallocate resources as needed.

The success of the plan is strongly based upon the continued development of the knowledge, skills and abilities of all library staff, as well as insuring that the broad and rich diversity of the City in language and culture is mirrored by the Library's staff.

CONCLUSION

Throughout our history, the San Francisco Public Library has constantly updated itself to meet the evolving informational and cultural needs of the diverse community we serve. The Strategic Plan 2003 -2006 renews our commitment to excellent public library service. While providing every library facility and program with a unifying organizational vision and system-wide goals, this Strategic Plan is intended to be broad and flexible enough to tailor services to each unique neighborhood. The Strategic Plan also provides a framework to consider opportunities for new programs and services.

The best way to assure that we have an excellent library system well into the future is to continuously reinvent and revitalize ourselves, based on a good understanding of community needs and the ways in which we can respond to those needs. A library that plans makes better decisions, which leads to better library service.

For the coming three years, this plan will shape and guide what we are, what we do, and why we do it.

Attachment A

Strategic Plan Committees

Community Planning Committee

		Affiliation
Luis	Calderon	In-Home Supportive Services
Steve	Coulter	Library Commission
Alan	D'Souza	Librarian Technician, Main
Elizabeth	Genera-Juarez	Librarian Technician, San Francisco Community Database
Bill	Hollabaugh	Advisory Council on Aging
Jane	Hudson	Librarian III, Sunset Branch
John	Kenny	Librarian III, Main
Doug	King	Friends & Foundation of SFPL
Judith	Lujan	San Francisco Unified School District
Andrew	Northrop	Chamber of Commerce
Marcia	Popper	Council of Neighborhood Libraries
Carol	Steiman	Library Commission
Ron	Vinson	Mayor's Office of Neighborhood Services
Joan	Walton	Council of Neighborhood Libraries
Blaine	Waterman	Librarian I, Main
Jensa	Woo	Librarian II, Potrero Branch
Norman	Yee	San Francisco Foundation
Monique	Zmuda	City & County of San Francisco Controller's Office

Staff Focus Group

Robert	Carlson	Librarian II, North Beach Branch
Carol	Coon	Librarian II, Government Information Center
Elaine	Dang	Management Assistant, Technical Services
Sharon	Dezurick	Librarian II, Glen Park Branch
Margot	Kavanagh	Librarian I, Youth Guidance Center
Joan	Lefkowitz	Media Production Specialist, Main
Betsy	Levine	Librarian I, Teen Services
Katie	Lynds	Librarian III, Chief of Branches Office
Grace	Ruth	Librarian II, Office of Children & Youth Services
Nicole	Termini	Page, Main
Elizabeth	Thacker	Librarian II, Chief of Main Office
Randy	Weaver	Senior Management Assistant, Project Read

Steering Committee

Susan	Hildreth	City Librarian
Toni	Bernardi	Chief, Office of Children & Youth Services
Roberto	Esteves	Chief, Information Resource Management
Gail	McPartland	Facilitator, Peninsula Library Services
Marcia	Schneider	Director, Public Affairs
Paul	Underwood	Deputy City Librarian

ATTACHMENT B
San Francisco Public Library Strategic Plan 2003 - 2006

Library Service Responses presented in the *New Planning for Results: A Streamlined Approach*[17]

FIGURE 9

Library Service Responses

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Business and Career Information

A library that offers Business and Career Information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-sufficient.

Cultural Awareness

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process.

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

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[17] *New Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association. American Library Association. Chicago and London. 2001.

DOCUMENTS DEPT

SEP 22 2003

SAN FRANCISCO
PUBLIC LIBRARY

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llie L. Brown, Jr.
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arles A. Higueras, A.I.A.
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rol Steiman
e President

len Marte Bautista
nie K. Chin
ven A. Coulter
n A. Streets
borah Strobin
nmissioners

an Hildreth
Librarian

chael Housh
nmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, August 21 2003.
(As approved amended September 18, 2003)

The San Francisco Public Library Commission held a special meeting on Thursday, August 21, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 2:08 PM.

The following members were noted present: Commissioners Bautista, Higueras, Steiman, and Strobin. Commissioner Chin's arrival was reported as expected to be delayed. Commissioners Coulter and Streets were reported excused.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

An anonymous member of the public observed that these Minutes were being approved when the June Meeting Minutes had not yet been addressed then discussed a letter sent by President Higueras to the Board of Supervisors on the library budget. Mr. Ed Regan found his remarks accurately reported. Mr. Peter Warfield cited three inaccuracies he found in these Minutes: a page 1 discussion of his comments about President Higueras' letter to the Board of Supervisors; his page 2 question regarding backup plans if the Millennium transition failed; and a page 3 report that did not include a discussion of RFID in the Strategic Plan.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE July 17, 2003 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the July 17, 2003 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Library Improvement Program Manager Marilyn Thompson informed the Commissioners that there would be no informational report. The Branch Improvement Program Manager reported a total of $ 11,683,774 in expenditures and encumbrances through June 30th. Ms. Thompson noted that current budget and schedule reports were available and then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates reports (copies attached). Ms. Thompson noted that there was no special report. The Branch Library Improvement Program Manager lastly reported that the BLIP website was updated.

Public Comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public noted that copies of the report slides were not available and found the report "bloodless" citing what this person found to be intense controversies surrounding the Glen Park and North Beach Branches that were not reflected in the report. Mr. Ed Regan voiced opposition to the new Portola Branch being located on a school site and expressed concerns that the new branch would have insufficient capacity to meet the needs of both students and other library users citing personal experience in his own branch. Mr. Regan also preferred that the Branch be located in a business district. Mr. Peter Warfield found the report complex and expressed a desire for more details. In particular, Mr. Warfield wanted more discussion about the Glen Park Branch.

Commission discussion of AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Vice President Steiman, a Glen Park resident, noted that she had discussed the proposed new branch library with many of her neighbors and found no opposition to the proposed branch library but that there was concern about serious and long-standing transit, parking, and congestion issues endemic in the "downtown " of the neighborhood that well preceded this project. Vice President Steiman noted that a recent transit charette that the Library had co-sponsored had helped significantly in focusing the City's attention on these longstanding neighborhood issues. The City Librarian noted that Supervisor Dufty had committed to follow through with practical steps needed to address these underlying transit and parking issues in Glen Park.

AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

City Librarian Susan Hildreth presented an overview of Cooperative Agreements for Ingleside Branch – Aptos Middle School / Ortega Branch – A.P. Gianni Middle School, Sunset Elementary School /Visitacion Valley Branch – Visitacion Valley Middle School, Visitacion Valley Elementary School between the Library and the San Francisco Unified School District (SFUSD) (copies attached) and the related resolutions recommending Board of Supervisors approval of these agreements. Ms. Hildreth called attention to the high priority and weight placed on having such agreements in the State Library Bond Prop 14 regulations and then introduced Library Chief of Children and Youth Services Toni Bernardi. Ms. Bernardi presented background information on the existing cooperation between the library and the school district and highlighted how these agreements could strengthen and formalize these relationships in a very beneficial way. Ms. Bernardi then discussed the details of ach of these agreements.

Public comment on AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

An anonymous member of the public found the proposed agreements lacking in reciprocity by the schools suggesting that the Library was providing the most citing the terms of the contribution language that could be read to mean no contribution by the schools. Mr. Ed Regan criticized the proposed agreements as providing too much for students and suggesting that the new branches would not have sufficient room to service everyone. Mr. David Zamlich, an Anza Branch user thought the agreements a wonderful idea, noting that anything that encourages children to use the library was good. Mr. Zamlich pointed out the libraries were safe environments for homework and that providing more services for youth was better. Mr. Peter Warfield expressed concern that the differing aims of schools and libraries not result in diminished library services for others. Mr. Warfield questioned increasing the numbers of books on tape for the literacy program noted in the Aptos agreement and also expressed concern with the possible long-term impact of the cost of providing these services.

Commission comment on AGENDA ITEM #3 JOINT USE AGREEMENTS BETWEEN SFPL-SFUSD

Commissioner Bautista citing the importance of having such agreements for the success of the Library's efforts to obtain Prop 14 (State Library Bond Act) funds, lauded these agreements as providing a model for providing 21^{st} century library services to all San Francisco's children. President Higueras agreed that that the Library was already providing much of these kinds of services in a less efficient and structured way and that these agreements could improve delivery of these services. In response to a question by President Higueras regarding any increase in costs to the library, Ms. Bernardi noted that as these agreements simplify and clarify much of what was already occurring there was no expectation that there would be any additional costs resulting from these agreements. Ms. Bernardi also noted regarding books on tape that there was an ever increasing systemwide demand for such materials by limited English speakers who wished to use them so that they could better understand and assist their children with assigned readings. As a follow up to Commissioners' comments Ms. Bernardi proposed that a report card on the success of these agreements be brought to the Commission next year

MOTION: Commissioner Bautista, seconded by Commissioner Steiman for approval of the proposed joint use agreements between SFPL and SFUSD and urging the Board of Supervisors to approve these agreements.

ACTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

The City Librarian presented a report on: the Tool Lending Center's status; on the Children's Internet Protection Act (CIPA) decision; and a 02/03 Statistics report (copy attached). In her report Ms Hildreth lauded Donna Corbeil, Rich Walsh, and George

Nichols for quickly and efficiently responding to the unexpected difficulties of SLUG the Library's non-profit partner in the Tool Center. The City Librarian noted that it was her hope that next year's statistics might include tracking of online and library website use estimated to be 5.5 million hits in 2001/02.

Public comment on AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the fate of the Tool Center should be a red flag. This person suggested that the surprise collapse raised questions concerning safeguards and noted few details about how it happened or any costs that could result. This person also discussed the failure of previous versions of the CIPA to pass muster with the courts and challenged the reported library statistics. Mr. Peter Warfield wondered at the cost to the Library from the SLUG collapse, applauded that the Library would not filter its computers, and expressed frustration that the statistics had not been provided to him prior to the meeting.

Commission discussion of AGENDA ITEM # 4 CITY LIBRARIAN'S REPORT

In response to questions by President Higueras and Vice President Steiman, the City Librarian discussed the next steps that the American Library Association (ALA) was considering in response to the court's decision upholding the Children's Internet Protection Act (CIPA). In answer to additional questions by President Higueras and Vice President Steiman concerning the meaning of some of the numbers reported, the City Librarian noted that it seemed that many of the less difficult reference questions were being answered by users going directly online and that the result was that although there were fewer reference questions asked their complexity was greater. In response to a comment by Commissioner Strobin, it was suggested that the improved directional signage and greater familiarity with the building had also led to fewer users asking "where is?" kinds of questions of staff. In response to a question by President Higueras, Ms., Hildreth and Finance Director George Nichols outlined what had occurred with SLUG (San Francisco League of Urban Gardeners) and reported on the Request for Proposals (RFP) to replace it. In answer to a question by Commissioner Bautista it was noted that there was $175,000 in the Library's 03/034 budget to operate the Tool Lending Center and that very few tools had not been returned and that more were still being returned.

President Higueras called for a brief recess at 3:49PM
The Commission returned to session at 4:05PM

Commissioner Chin joined the meeting at 4:06PM

AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

Library Finance Director George Nichols presented a detailed report discussing and describing the Library's 2003/04 Budget as approved by the Board of Supervisors and signed by the Mayor (copy attached) noting that the final budget was $55.6 million, which was $964,000 greater that the budget the Commission had approved in March.

Public comment on AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

An anonymous member of the public found Mr. Nichols detailed report useful, citing in particular the struggle to preserve the Library's book budget and commenting that the Board of Supervisors decision (to reduce it) was incorrect. Mr. Peter Warfield also expressed concern about the book budget and recommended that the Library focus on what he suggested was Prop E's (Library Preservation Fund) mandate for more books and hours and not spending on things thought not central to its mission.

Commission discussion of AGENDA ITEM #5 LIBRARY 03/04 BUDGET UPDATE

President Higueras commented that in view of the fact that 80% of the Library budget was absorbed by personnel costs there was little remaining to add without reducing personnel. The City Librarian noted that the Board of Supervisors had exercised its authority to tap funds that the Library Commission had set aside for books and that therefore the Commission had no further recourse. Deputy City Attorney Catharine Barnes suggested that should the Commission wish to discuss issues involved in the Board of Supervisors' decision shifting Prop. E funds that it could convene in a closed session or request a written opinion on this matter from the City Attorney. In response to questions the City Librarian noted that the School District had made no request that it be given funds and cited other monies such as the funds for the purchase of the site for the new Portola Branch Library that the Board of Supervisors had bundled together as an assistance package for the school district. Commissioner Chin pointed out that the Library's fixed personnel and facility costs severely limited the amount of the budget that was discretionary. President Higueras noted that the Library had suffered relatively slight damage in view of the City's overall budget shortfall. There followed a discussion of the next steps in materials recovery as the Board of Supervisors had directed that the Library use the Tax Collector's Office to recover lost materials.

AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

Chief of the Main Library Kathy Lawhun presented an overview report of the 17 projects included in Phase I of the Main Library improvements related to issues raised in the Post Occupancy Evaluation (POE) Report.

Public comment on AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

Mr. Peter Warfield found little in the report that provided additional space for books and queried as to how much space might become available. Mr. Warfield also inquired about the installation of new signage and asked what public input had been sought, suggesting that a mandate for public input should have been included in the Request for Proposals (RFP) for the new signage.

The Public Comment Summary Statements included in Appendix A of these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Commission discussion of AGENDA ITEM #6 POST OCCUPANCY EVALUATION (POE) REPORT

Commissioner Bautista lauded improvements in the cleaning of exterior areas around the Main Library.

AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public commented on Vice President Steiman's comments concerning lawsuits and noted that this person's current lawsuit against the Library was scheduled for trial on December 1st. Mr. Peter Warfield commented that there had been no increases in hours since the adoption of Prop. E and several discussions regarding reductions. Mr. Warfield additionally noted that the book budget had risen and then fallen only now reaching the same level as immediately after Prop. E (Library Preservation Fund) was adopted. Mr. Warfield suggested that a source of funds for more books could be found by elimination of staff positions not providing public service.

President Higueras called a recess at 4:57PM until the scheduled 5:30PM time set for a public hearing on the Library's Strategic Plan 2003-06.
The Commission reconvened at 5:32PM

AGENDA ITEM #8 LIBRARY STRATEGIC PLAN 2003-06

President Higueras outlined that there would be a presentation on each of the elements of the draft plan followed by opportunity for public comment limited to 2 minutes. City Librarian Susan Hildreth then introduced library consultant Gail McPartland who began her detailed presentation (copy attached) on each of the elements of the proposed 2003-06 Strategic plan for the Library.

1st Public comment on AGENDA ITEM #8 LIBRARY STRATEGIC PLAN 2003-06

1st Service Response (General Information)

An anonymous member of the public noted that the history was flawed, does not include South Park branch; creates impression that planning happens all the time; lack of planning has been the practice. Ms. Marcia Popper – emphasis is on a 3-year plan; many programs and services are not reflected in the plan (business, technology, music, children, etc.); does not infer these are not important services. Mr. Peter Warfield – should be general and specific to include all services; where is history? Where are books? Where are references to social and civic life; very narrow goal; uses a 'canned methodology.' Ms. Melissa Riley (Librarians Guild) – does not include fiscal implications for the chosen priorities; short shrift to space, services and staff, ranking of 3 priorities then putting on equal level is unclear. Ms. Marti Goddard (special needs advocate) – as a staff member, this felt good to read; includes all residents; can use to support work. Mr. Roberto Esteves (retired librarian) – plan is exciting; has vision and a way to evaluate services; will need to prioritize some activities

1st Commission Discussion

Commissioner Chin noted "all residents" cannot be achieved, recommend lowering the breath of the goals; library will be sued if this language is used; bound by time – only until 2006. Vice President Steiman suggested a changing 3.1.1 language re: privacy

2nd Service Response (Lifelong Learning)

2nd Public Comment

Anonymous member of the public noted this should be strongest priority but is the weakest; is amorphous; attracts new users but the library is an intimidating place; plan provides for 'little' programs. Mr. Peter Warfield – where does this fit with larger plan? Will this spawn other documents? Pp. 9 'overall needs of the San Francisco Community" does not indicate what is left out. Mr. Ang Lee, a West Portal user (father) and his son who enjoys using the library commented it encourages thinking and suggested conducting needs assessments before implementing much self-service; also the plan should enhance quality of service; adequate staffing, e.g. reference staff, should be preserved; outreach is good, but not at expense of staffing; encourages that branch staff, including circulation staff, should be maintained at excellent levels. Ms. Marcia Popper noted privacy issues (from previous section) are covered in values section. Ms. Melissa Riley – pp. discusses privacy; Board of Supervisors language uses the word "support" (recommended change); librarians barely able to cover desks, outreach and programs are problematic for service; outreach inside library buildings is also important

2nd Commission Discussion

Vice President Steiman noted outreach, like all programs and activities, will have a next step which will include staff assessing and implementing what can be done; implementation is not addressed in this phase of the planning process. She additionally noted that the Plan shouldn't add too much to what staff is already doing; shift activities to other capable groups such as the Friends, volunteers, etc. Vice President Steiman also suggested that there should be a discussion on wireless and its implementation since out-dated technology is a continuing concern for youth (recommended follow-up presentation to the Commissioners).

3rd Service Response (Current Topics and Titles) and closing material

3rd Public Comment

Anonymous member of the public – Susan Hildreth makes moot her plan of "modern service trends" by not including most or all library programs in the document; role of librarian changed to 'navigator' with more help desks using Internet browsers; pp. 20 15.1.1 concern over Collection Development Advisory Committee including 'stakeholders' to choose books. Mr. Peter Warfield – Plan should be a high-level document, not a discussion of detail; Current Topics and Titles is either too limited or too broad; pp. 21 reference to RFID was quoted as costing approximately $1million in a letter to the Board yet isn't clear how it relates to Current Topics and Titles. Ms. Melissa Riley – 15.1.1 Advisory Committee includes only the Main Library Affinity Centers and should include other interested groups (recommended change to wording); preservation and conservation of materials is not included; rapid delivery has staffing and ergonomic implications; encourages don't diminish the value of browsing collections. Mr. Roberto Esteves – RFID assists in inventory control and automated routing; proven technology in the commercial world for keeping materials available to the public

3rd Commission Discussion

Vice President Steiman clarified that RFID is part of a world-wide trend, not just a library technology; RFID allows ability to find misplaced materials easily so items aren't lost for ling periods of time (recommended change). President Higueras recommended clarifying establishment of staff task forces and committees is the City Librarian's purview, not a Library Commission role. Commissioner Bautista suggested identifying budget items; prepare a staff presentation on RFID.

Summary Comments

4th Public Comments

Anonymous member of the public – recognizes the hard work of all involved with the planning; encourages remaining relevant; keep core values and remove barriers for users Ms. Laura Lent (Librarian) – sees public input in the plan; supports the plan and the added challenge to push library forward; plan accurately reflects public's direction and desire for service; includes linguistic diversity; online automation system and vendors will help address the stated needs. Ms. Melissa Riley - notes conflict between traditional literature and popular materials; likes the plan referring to 'users' and not 'customers'. Ms. Toni Bernardi (Librarian) – plan is broad in scope; place for children, teens and all user groups in all parts; the plan is not segregated; high-quality teen collections where teens ask for what they want, especially electronic resources, computers and graphic novels. Mr. Peter Warfield – unclear what is purpose and context for the plan. What is the use? Measurables? Will other services be forgotten? Library is source for other materials no longer in bookstores; would wish the plan included something about collection breadth and depth. Mr. Roberto Esteves – technology and services to move the library forward; Library is trustworthy; not throwing collections away.

4th Commission Discussion

Vice President Steiman noted collection sections provide extensive stressing of collection, is 1st step in right direction; find where we are lacking. The Plan provides a start and not an end. President Higueras noted that this "Draft" will become a "Final Draft" and changes will be indicated. Question re: written comments: A means for submitting written comments was provided and none were received. Commissioner chin noted that the Plan provides "reliable and responsible" stewardship for the future, is idealistic (which is OK) and the practical (which is sometimes too ambitious), and needs to address more of 'what are we going to deliver'.

AGENDA ITEM #9 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the meeting be adjourned.

Public comment on AGENDA ITEM #9 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:07PM.

Michael Housh, Commission Secretary 8/28/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the special Commission Meeting of August 21, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

City Librarian's Report, August 21, 2003

The status of the Tool Lending Center was reviewed. The San Francisco League of Urban Gardeners (SLUG) has provided this service for three years through a contract funded by the Library. In July, SLUG stopped operations due to fiscal difficulties; and the Tool Center temporarily ceased operation. Library staff retrieved tools that were being used and secured all City assets at the Tool Center. The Library has issued a request for proposal for non-profit organizations that are interested in operating the Tool Center and hope to identify a new operator and have the Center reopened in October or November. The City Librarian reviewed the Supreme Court decision issued in late June finding that the Children's Internet Protection Act (CIPA) was constitutional. This decision means that libraries must filter all computers in order to qualify for E-Rate subsidies for internet connectivity. Because of existing City legislation prohibiting installation of filters on adult or teen pcs, the Library will no longer quality for the portion of the E-rate subsidy that supports Internet access. The Library will continue to apply and qualify for E-Rate telephone line and other subsidies. Attached is a statistics report that compares various key indicators for 2001/02 and 2002/03.

Minutes of the special Commission Meeting of August 21, 2003

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 21, 2003

Item 1:
Approval of the Minutes: July 17, 2003

"We are approving these minutes out of order. The minutes of June have never come before the commission.

This was the meeting that discussed Mr. Higueras' letter to the Supervisors. There is no indication that was the subject of the anonymous citizen's comments. Peter Warfield commented on the illegality of Mr. Higueras representing that his views were the views of the commission.

Most inflammatorily, the president of the Library Commission claimed that representing his views as those of the commission were a perk of his position, much like illegally parking.

What we see here is Mr. Higueras commenting about representing his views to the Supervisors. Clearly, this is what Mr. Higueras should have said, but not what he did say.

As has been observed, the minutes are for what was actually said, not what should have been said."

Minutes of the special Commission Meeting of August 21, 2003

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 21, 2003

Item 2:
Bond Program Manager's Report

"Unlike previous meetings, the slides that are used by staff as reference for these reports are not in your packet.

The reports are becoming increasingly bloodless. Just two examples. You approved the plans in Glen Park in July 2002, more than a year ago. It is pending before the Board of Supervisors. Someone has sued over CEQA issues. There were intense meetings before the Supervisors. All of the controversies in those discussions are outside your purview and that is a shame.

I was in attendance at the North Beach meeting and it was an active and intense meeting. The community had a number of views about alternative sites for that library and very strong views about land use. The report to you was a little bit abbreviated and that it a community that you would do well to have really detailed reports about."

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San Francisco Public Library Commission Meeting, August 21, 2003

Item 3:
Joint Use Cooperative Agreements – SFPL & SFUSD Action

"I am not immune to the idea that cooperation is important. Cooperation is a positive buzzword even for me.

The gracious presenter stated that the agreements provide some reciprocity from the school district. I can't find it. It seems to me that we are bringing facilities, staff and money and the school district is bringing a license to use the word 'cooperative' and very little else.

The paragraph on 'funding' is about the library's support and the school district will provide staff time within 'district priorities.' Which may mean not at all, if they choose not to make it a priority. Their priorities are not defined in this agreement.

The presenter, as a professional children's librarian, knows the highly problematic nature of this. We don't want children to show up at a public library and find that their intellectual curiosity is taken away, and they are forced to do homework."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 21, 2003

Item 4:
City Librarian's Report

"The Tool Lending Center should have sent up a red flag. Presumably when we enter into a cooperative agreement with another agency, we do so in a context of mutual trust and openness, and have mature information about status of the parties. A surprise default raises serious questions about whether our safeguards and monitoring was adequate.

Now we have embarked on a process to take another partner without an effective debriefing of how this could have happened with our previous partner. There has been no cost-benefit analysis. I assume we are not going ahead just because we have gotten some e-mails.

With respect to the Child Protection Act: The constitutional issues are complex and these people are not fools.

Ms. Hildreth's presentation of the Branch statistics conceals that within three key areas the Main and Branches have a parallel increase, but in three other areas they are going in opposite directions."

Minutes of the special Commission Meeting of August 21, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 21, 2003

Item 7:
Public Comment

"Commissioner Steiman referred to someone who enjoys suing, is afraid of the Board of Supervisors and who ought to sue on the use of Prop. E money.

It was not a reference to this anonymous citizen because this anonymous citizen does not enjoy suing, but has sued not only you, but the City, the Controller, and the Mayor.

It is important and it is the duty of a citizen to enforce the law where it needs to be enforced.

I look forward to both the commissioner's support and her gratitude. Irony and sarcasm can overlay this discussion in a number of ways.

I have survived summary judgment and we are going to trial. The judge, very obtusely, cited a statement from Ms. Hildreth as the basis for his order without explanation.

Ms. Hildreth's statement was taken out of context. The judge made himself look good, and Ms. Hildreth is hoist on her own petard."

Minutes of the special Commission Meeting of August 21, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 21, 2003

Item 8a:
Strategic Plan Public Hearing (First Heading: Introduction, Methodology, General Information)

"I am grateful that the presenter acknowledged that this might have come last and fragmenting comments may be problematic.

This history ignores South Park Branch because it was never replaced. There is nothing like whitewashing your history to put a positive light on things.

The rest of the history attempts to create the impression that vital strategic planning has been a keynote of this institution. In fact, a complete lack of strategic planning has been one of the serious flaws of our history. I thought that was acknowledged by everyone. Nevertheless, in face of this lack of strategic planning, I think we have to face up to the fact that without a really firm foundation in what our library is as an institution, we are going forward in a problematic way."

Minutes of the special Commission Meeting of August 21, 2003

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 21, 2003

Item 8b:
Strategic Plan Public Hearing (Second Heading: Lifelong Learning)

"This should be our strongest priority, but I think it is rather weak. If you look at three areas together, you find that they are a little too amorphous: General Information, Lifelong Learning, Current Topics and Titles.

We want welcome new users. What was your experience when you first came into the library? In fact, it was probably a great deal of intimidation because it was 'the library.' The impression was that it would take a lifetime to get through it. We don't want to lose that impressive quality.

What we see is that we are going to provide a little program for this, or for that. I am afraid that when it comes to the key function of providing the collection that has impact for our history and our citizens, we will find that we are out of money, because we spent it all on these little bitty programs."

Minutes of the special Commission Meeting of August 21, 2003

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 21, 2003

Item 8c:
Strategic Plan Public Hearing (Third Heading: Current Topics and Titles)

"I hope you are aware that Ms. Hildreth has made this completely moot. In presentations to communities, Ms. Hildreth talks her strategic plan which she calls 'library service trends.'

One of the library service trends is that the role of a librarian will be changed to that of a 'navigator.' It is clear from her explanation that a navigator is a help desk for Internet browsers. I don't think that is the highest calling for our librarians.

Compare that with page 20, where one of the implementations will be to create a community-based 'library collection development advisory committee' that will be composed of 'stakeholders.'

There we have it. The role of a librarian will be changed from book selection and we will have 'stakeholders' building our collections. An entire abandonment of what we thought excellence was going to be about."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 21, 2003

Item 8d:
Strategic Plan Public Hearing (Conclusion)

"I want to recognize the hard work that many people put into this strategic plan and I want to be cautionary rather than discouraging.

Ms. Hildreth has addressed the issue of this institution remaining relevant. There is a natural tension between keeping the core values of the library and making it more accessible and popular. This tension will always exist. The easiest way to make this institution relevant is put in large-screen sports and beer. It would be very relevant but it would not be a library.

Most people see one of the values of this institution as the very fact that this city has invested in it incrementally each year over the past 130 years. The value comes from that gathering investment. People have reverence for that traditional role and we don't want to lose that."

AUGUST 21, 2003 SPECIAL LIBRARY COMMISSION MEETING

EXPLANATORY DOCUMENTS

August 27, 2003

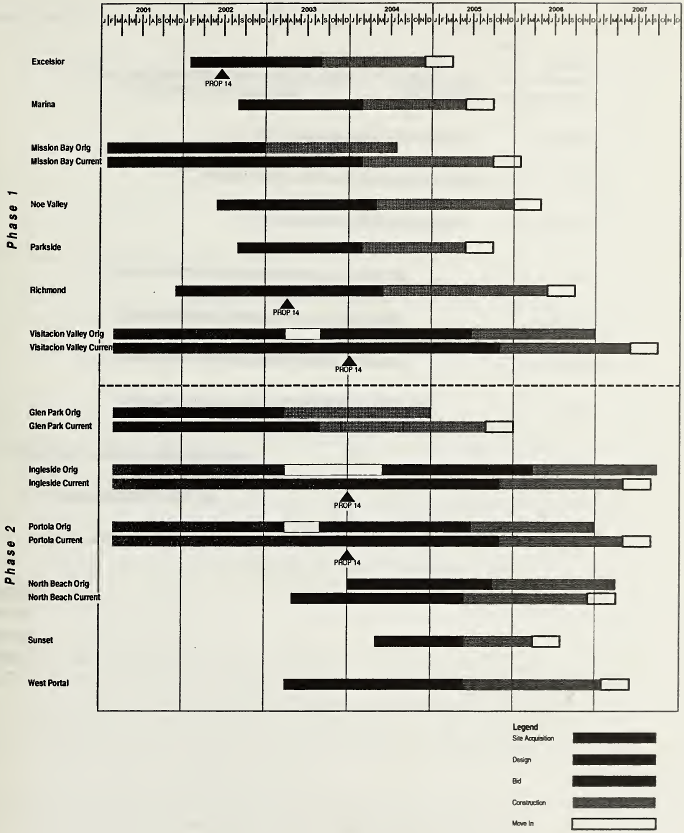
CURRENT BUDGET / [illegible]-2000 Branch Library Improvement Bond Program
August 21, 2003

			BUDGET		REVENUES						EXPENDITURES/ENCUMBRANCES	
					FUND STRATEGY				FUND STATUS			
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (6/03)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Jul-03 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,426,000	3,426,000	(4)		3,426,000	3,475,250	3,475,250	116,192	90,732
IN	7516A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	102,130	18,715
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	39,775	25,273
VV	7521A	Visitacion Valley	2,090,000	2,606,000	2,806,000	(4)		2,606,000	2,250,000	2,250,000	17,486	9,466
SC	7523A	Support Services	9,080,000	6,626,000	8,526,000			6,626,000	6,626,000	6,626,000	6,541,530	16,468
		SUBTOTAL	*16,460,000*	*18,855,000*	*16,955,000*	*1,900,000*	*0*	*16,855,000*	*18,346,250*	*18,346,250*	*8,619,115*	*162,652*
Phase 1 Projects												
EX	7525A	Excelsior	3,620,000	3,629,000	3,629,000	(4)		3,629,000	3,629,000	3,629,000	611,402	6,111
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	43,106	0
MB	7516A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	255,562	100,060
NV	7511A	Noe Valley	4,410,000	4,169,500	4,189,500			4,189,500	1,047,125	1,047,125	40,760	0
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,738,000	44,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	883,673	80,106
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	34,194	0
		SUBTOTAL	*29,430,000*	*26,578,000*	*21,478,000*	*4,700,000*	*2,400,000*	*28,578,000*	*15,406,750*	*15,406,750*	*1,713,023*	*166,277*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,615	0
IN	7517A	Ingleside	2,800,000	2,616,000	916,000	1,700,000 (4)		2,618,000	665,000	665,000	38,633	0
PL	7520A	Portola	2,800,000	2,618,000	916,000	1,700,000 (4)		2,616,000	555,000	655,000	54,514	0
NB	7526A	North Beach	3,460,000	3,267,000	3,267,000	(4)		3,287,000	821,750	821,750	116	63
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,314	60
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	16,106	123
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	*5,796,375*	*5,796,375*	*159,700*	*266*
Phase 3 Projects												
BV	7529A	Bayview	3,620,000	3,629,000	3,629,000	(4)		3,629,000		0	16,590	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	16,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,362,000	(4)		3,382,000	350,000	350,000	8,832	1,272
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*350,000*	*350,000*	*70,426*	*1,272*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,062,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7538A	Potrero	4,230,000	4,016,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	353,400	353,400	11,906	7,207
		SUBTOTAL	*7,040,000*	*6,666,000*	*6,686,000*	*0*	*0*	*6,668,000*	*353,400*	*353,400*	*11,906*	*7,207*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			600,000	600,000	600,000	102,991	4,109
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	582,500	562,500	98,170	1,858
PM	7509A	City Program Management	3,800,000	3,800,000	3,800,000			3,800,000	1,013,622	1,013,822	649,835	38,810
RE	7502A	Real Estate Dept	120,000	235,261	235,281			235,281	235,281	235,281	235,281	115,281
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	68,450	37,442
RM		Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000	300,000	300,000		0
FE		Furniture & Equipment Reserv	15,000,000	18,000,000	0		18,000,000 (3)	18,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,822	338,522	290,051	0
SF		Program Reserve	1,675,000	4,243,219	4,243,219			4,243,219		0		0
		SUBTOTAL	*27,605,000*	*31,750,500*	*15,750,500*	*0*	*16,000,000*	*31,750,500*	*3,352,225*	*3,352,225*	*1,444,778*	*195,500*
TOTAL			133,265,000	134,265,000	105,865,000	10,000,000	18,400,000	134,265,000	43,655,000	43,655,000	12,218,948	535,174

(1) not used
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

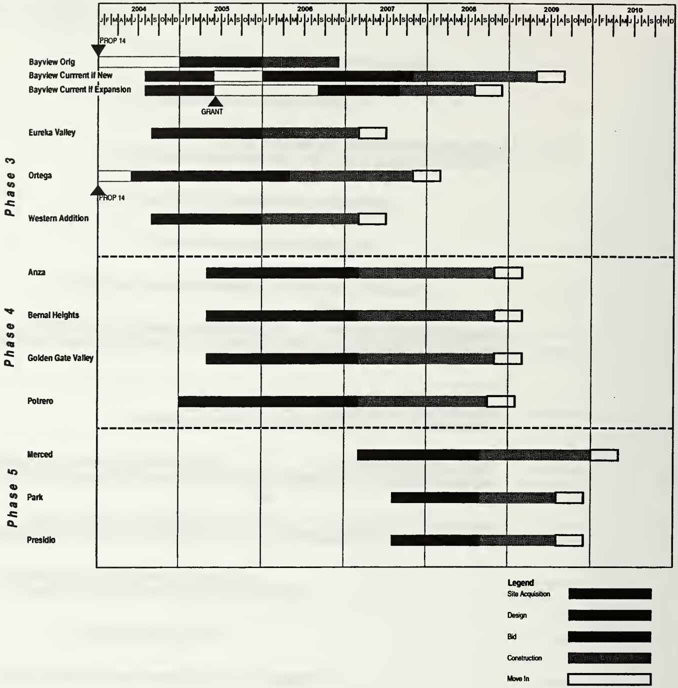
Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Joint Use Cooperative Agreements between San Francisco Public Library and San Francisco Unified School District

Date: July 14, 2003

Background

As you are aware, cooperation with public schools is a key priority for Proposition 14 funding, which is critical to the success of the Branch Library Improvement Program. The most competitive projects for Proposition 14 funding are those that are new construction that also include cooperative planning and services with the neighborhood public schools. There has always been great cooperation between the San Francisco Public Library and the San Francisco Unified School District (SFUSD), mostly evidenced by communication and activities at the site level between the local branch and neighborhood school. Library staff has made focused efforts to engage schools that are located in the neighborhoods where we are building new branches to formalize and enhance this ongoing cooperation.

Joint Use Cooperative Agreements

On January 16, 2003, the Commission approved a joint use cooperative agreement between the Library and SFUSD for services at the Portola Branch Library focused on the Martin Luther King, Jr., Academic Middle School and the E.R. Taylor Elementary School. Library staff has developed similar cooperative agreements with schools in the Ingleside, Ortega and Visitacion Valley neighborhoods to support the Proposition 14 applications that are being prepared for these sites.

The State has specific cooperative activities that are outlined in the Proposition 14 regulations. Based on these activities, library staff has worked with teachers, school librarians and administrators at the following schools to develop the cooperative agreements. Each site selected similar cooperative activities. Please see the following chart:

Branch Library	Public Schools	Cooperative Activities
Ingleside	Aptos Middle School	Family literacy center, homework center
Ortega	A.P. Gianni Middle School Sunset Elementary School	Family literacy center, homework center
Portola	Martin Luther King Jr. Academic Middle School E.R. Taylor Elementary	Family literacy center, homework center
Visitacion Valley	Visitacion Valley Middle Visitacion Valley Elementary	Family literacy center, homework center

The activities that all the schools have selected are Family Literacy Center and Homework Center. Both are very appropriate roles for a branch library. The Family Literacy Center is based on the Library's general literacy efforts and expands on those by providing a series of programs designed to establish the branch as an additional, more publicly accessible partner in a community approach to developing strong family literacy within the school's service area The Library provides space, resources and focused assistance on a regular basis as part of the Homework Center, which also includes close cooperation between library and school staff on special assignments, curriculum and library resources so that student and teacher information needs can be met as effectively as possible. These agreements really formalize commitments of cooperation and effort that are currently in place but will be enhanced with these new programs. These agreements do not require new or additional expenditure of funds from SFUSD or the Library.

Next Steps

The State requires that SFUSD and the Board of Supervisors both approve these agreements. Hopefully, the Commission will also approve the agreements and the resolutions that urge SFUSD and the Board of Supervisors to approve them as well. We anticipate that all the agreements will be reviewed and approved by SFUSD when they begin to meet after their summer break in August. We also anticipate submitting the joint use agreements to the Board of Supervisors for approval when we submit the full Proposition 14 applications later this year.

I would like to commend Toni Bernardi, OCYS, staff at the Chief of Branches Office and staff at these specific branches for working diligently with their local schools to develop these agreements. We look forward to providing useful and exciting services in these neighborhoods.

Attachments

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students.. High school youth who wish to satisfy the District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All

teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be place upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.

- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.

- The Library and District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM: Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

Date: ______________________________

By: ______________________________
San Francisco Unified School District

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (INGLESIDE BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (APTOS MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ingleside Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new

Ingleside Branch Library to provide needed services to the communities served by the Aptos Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ingleside Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library and the San Francisco Unified School District
Ortega Branch Library
A.P. Giannini Middle School
Sunset Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Ortega Branch Library, A.P. Giannini Middle School and Sunset Elementary School. The purpose of this Agreement is to provide for certain joint venture projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond act of 2000 application clearly identified a need for family literacy support and homework assistance;

No therefore, the San Francisco Public Library and the San Francisco Unified School District find that it is mutually beneficial to continue and expand upon the collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students. The parties agree as follows:

1. The Library and the District agree to engage in joint venture projects in at least two areas, **Family Literacy and Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ortega Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center. Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ortega Branch Library. A.P. Giannini Middle School and Sunset Elementary School have a strong commitment to encouraging student school success through family literacy. The Library would become an active partner in this effort through a variety of activities in conjunction with the schools. These activities would expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ortega Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the area. In support of this effort:

- The Library will provide appropriate supportive collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the schools and the community. In addition, the Library will support A.P. Giannini's and Sunset's need to encourage students reading below level as well as high achieving students by emphasizing high-interest collections and challenging collections for advanced students.
- The District will actively promote use of the Library and its resources to parents in these neighborhood schools at their ongoing meetings, verbally and through the distribution of printed

information about the Library and its programs. Relevant Library information will be posted in the schools and sent home with students in an attempt to build awareness of the Library as a general community resource and an additional support for student success. Sunset Elementary School will, as part of its Academic Plan, encourage parents to visit the Ortega Branch at least once a month.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to develop a calendar for these events that will be promoted in the school newsletters. School and Library staff will develop the programs and will participate in the presentations.

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will provide access to Project Read staff to enable them to speak at the schools to recruit tutors and students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and reading to their children as part of this program.

- Working with A.P. Giannini Midle School, the Library will develop a joint parent/student book club where adult and student participants will read and discuss books together. The group will meet bi-monthly and be planned and mediated by selected school and library staff.

- Library staff will update teachers on new reading materials for students through booklists, email and other agreed-upon forms of communication. Library staff will also aid teachers in encouraging reading by providing book talks for classes. All promoted materials will be made available at the branch.

- The Library will seek to enhance the schools' Enrichment opportunities by providing programs featuring poets, fiction and nonfiction authors and related literary events to which classes will be invited. Teachers and Library staff will work together to prepare students for these events prior to the visit. Such preparation may include assigned reading of the author's work, relevant historical and social background, introduction to genre and more. More general story telling and reading activities will also be developed on an annual basis. Enrichment opportunities will be offered during school hours and for after school programs.

- Sunset Elementary School and the Ortega Branch Library will develop a joint school year reading program. This program will be developed in support of the school curriculum. In addition, the school will encourage school-wide participation in the Library's Summer Reading Program. The librarian will forward names of participating students from the previous summer to the school at the beginning of the school year. The school will announce or post those names to honor participants.

B. Homework Center.

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library recognizes that the area schools are not open to students in the evening and that a home situation may not be conducive to such an activity (e.g. too crowded; no support materials; family members who may not be able to help). Therefore, the Library, which already provides a variety of supportive resources, will establish a formal Homework Center function for the students of the A. P. Giannini Middle School and the Sunset Elementary School.

- The Library and area school staff will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ortega Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program

at the end of the school year. The school will promote the program to parents and students. High school youth participating as volunteers as part of the District's Community Service requirement by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The area schools will distribute information on these programs to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- For A.P. Giannini Middle School, Library staff will work with school staff to build an ongoing supportive relationship through the school's departments. Training for teachers on library resources will be provided in a targeted manner each year (i.e. the English Department one year, Social Studies the next, and so forth). The department will be selected and time line will be developed jointly by the Library and school. For Sunset Elementary School, the Library will work with all staff and will be guaranteed access to staff meetings to promote library resources and instruction.

- The Library will provide student instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or, if school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The Library will respond to a variety of needs which will include, but are not limited to:

    - Teacher's individual assignments
    - General instruction on how to use the library and its resources
    - Support of Sunset Elementary School's annual Science Fair project through introduction of relevant materials in branch collection
    - Support of Sunset Elementary School's annual Water Week through introduction of resources in branch collection and participation in the environmental fair /water day
    - Other special events or school-wide projects

  In addition the Library and schools will develop a vigorous program of class visits to the Library for general library use in support of developing an overall love of reading.

- School staff will notify the Library of class assignments for which Library support would be helpful in advance. Notification may be provided in person or via email.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library, and will be developed and presented by school and Library staff.

- The school will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and District will sponsor a yearly teacher night at the Ortega Branch to promote use of the facility and positive relationships. Although open to all teachers, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

Future Projects

The Library will work to expand cooperation with other schools within the Ortega Branch service. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage A.P. Giannini Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the delineated projects within the Ortega Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ortega Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy Center and Homework Help Center within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read staff will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Ortega Branch Library are: Mondays from 10:00AM to 6:00PM; Tuesdays from 10:00AM to 6:00PM; Wednesdays from 1:00PM to 9:00PM; Thursdays from 1:00PM to 9:00PM; Fridays from 1:00PM to 6:00PM; Saturdays from 10:00AM to 6:00PM. The Library will be open 45 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly renovated Ortega Branch Library at 3223 Ortega Street (at 39th Avenue). The branch sits between and immediately adjacent to the A.P. Giannini Middle School and Sunset Elementary School.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ortega Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ortega Branch library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. At any time, review and modification meeting may be called as needed by either party with a 30-day written notice.

Field Act

The Ortega Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ortega Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

20-Year Agreement

The term of this Agreement for joint use library services shall be for a period of 20 years following completion of the project. The project shall be deemed completed when the City determines that the construction of the Ortega Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ortega Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 1999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein to this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. City agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of City, its employees or agents.

B. District agrees to indemnify and hold harmless City, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the City, the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ____________________ San Francisco Public Library	By: ____________________ San Francisco Unified School District
Date: ____________________	Date: ____________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (ORTEGA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (A.P. GIANNINI MIDDLE SCHOOL AND SUNSET ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Ortega Branch Library to be built on property adjacent to the A. P. Giannini Middle School and the Sunset Elementary School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Ortega Branch Library to provide needed services to the communities served by the A.P. Giannini Middle School and the Sunset Elementary School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Ortega Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

Joint Use Cooperative Agreement Between the San Francisco Public Library And the San Francisco Unified School District
Visitacion Valley Elementary School
Visitacion Valley Middle School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Visitacion Valley Elementary School and Visitacion Valley Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Renovation Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the District agree to engage in joint venture projects in two areas, **Family Literacy** and **Homework Center**. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Visitacion Valley Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Visitacion Valley Branch Library. Visitacion Valley Elementary School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs developed in conjunction with the school designed to establish the Visitacion Valley Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community. A special effort will be made to acquire magazines and newspapers in these languages. Materials in English that reflect and recognize the cultural make-up of the community will also be a priority. How-to books to assist neighborhood adults in a variety of projects and subjects will be targeted.

- The District will actively promote use of the Library and its resources to parents and teachers in a variety of ways:
    - The school will include information on the Library and its programs in the packets that it sends to parents
    - The Library will have a place on the agenda for a minimum of four teacher meetings during the school year
    - Library staff will also be on the agenda for Back to School Night and fifth grade graduation, the best parent-attended school events
    - The school will post Library flyers, etc., in the Parents' Room at school and will include Library events in the school newsletter
    - The Library will have displays and staff present at the school during parent conference weeks

- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- As part of a school project on how to read and write various types of materials, the Library and school will sponsor an annual poster contest with the Library as the subject of text and graphics. The art would be hung at the Library with an accompanying reception for children and their families. Following an agreed time of display within the Library, the art would go into locations all over the community. As part of preparation for the contest, the librarian would visit participating classrooms to talk about what a library does.

- The Library Summer Reading Program will have a school component. The school will work to promote participation throughout the entire school to parents and students in the spring. After the return to school in the fall, the librarian will forward participating student names to the school and their names will be announced at a school program or event.

- The Library and school will conduct a drive to register all Visitacion Valley Elementary school students for a library card during the first year of this program. Following that first year, there will be an annual drive to register all first grade students as they enter school. The Library will visit the school classes and supply the school with application forms. Teachers will send the forms home with students and receive the completed applications. The Library will pick up the completed applications, create library cards and return to the classes to distribute them. The school will provide a prize to the first class to achieve 100% registration.

- The Library will host an annual Teacher's Open House on a school in-service day. This will be used as an opportunity to talk with teachers about library resources and services that might assist them throughout the school year.

- The Library and school will work together to plan an annual family storytelling or similar literary based event to be held at the branch or school. Both organizations will promote this a joint event for the community to encourage literacy and library use.

B. Homework Center

The Visitacion Valley Middle School has made homework support a primary focus both in the school and through their agreements with the Beacon Center housed within the school building. They also recognize that a supportive space in which to do homework off of the school grounds can serve as an additional enhancement of the school's homework support system. In return, the Library recognizes that the school is not open to students in the evening and on weekends and that it can provide a variety of resources that can expand and support homework assistance. Therefore, the Library will establish a formal Homework Center for the students of Visitacion Valley Middle School:

- The Library will provide student instruction on use of print and electronic resources to support school curriculum and assignments. Such instruction will be a priority for this branch. Instruction will be offered within the branch as scheduled by teachers and the librarian or at the school if the school infrastructure permits. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels.

- The Library and school will provide one program per semester for parents on how they can assist their children with their schoolwork. The program will be held at the Library and will be developed and presented jointly by school and Library staff.

- The Library will work with Language Arts/Reading teachers to offer curriculum support and enhancement materials and activities. These can include but are not limited to:
    - Supportive reading lists
    - Author, performer and other literary based programs
    - Book talks for students (in classes during school hours and at the Beacon Center after school)
    - Introducing teachers to the newest or special literature for young people through presentations at teacher meetings as well as at one program at the Library in early Fall

- The Library will work with the school to develop an annual program for eighth graders on planning for high school, career and college. The Library's College Access Center, a program that provides assistance and information to students about choices after high school, will be invited to participate in this annual presentation. Supportive materials will be provided at the library for students.

- The Library and school staff will collaborate to train high school and adult volunteers to assist Visitacion Valley Middle School students with their homework at the Visitacion Valley Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents, students and the Beacon Center staff. High school youth participating as volunteers by serving as tutors will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the school and the Beacon Center to establish the most appropriate hours for the program and will provide space within the planned meeting room on a regularly scheduled basis. The room will be committed to that use during those times. In addition, the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The school will distribute information on these programs to parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities both in print and on its web site.

- The school will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the school to register students and will supply the cards. The school will provide an award or prize for the first class to achieve full library card registration.

- The Library and the District will sponsor a yearly teacher night at the Visitacion Valley Branch to promote use of the facility and positive relationships. Although open to all teachers and the Beacon Center staff, new teachers will be targeted for this event. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

- The Library will expand it's collection of high-interest, low-vocabulary materials for middle school youth.

- The school will provide space for Library staff at parent nights and similar events during the school year. The principal will send a message to parents at the beginning of each school year, urging them to make the Library a family destination for homework and as part of their general literary life.

Future Projects

The Library will work to expand cooperation with other schools within the Visitacion Valley Branch service area. In addition, it will work with the College Access Center program housed at the Main Library to encourage Visitacion Valley Middle School students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Visitacion Valley Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Visitacion Valley Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and District priorities.

Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff will be the responsibility of the Library. Project Read will supervise literacy volunteers.

Hours of Service

Library hours of service for students and the public at the Visitacion Valley Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 7:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 31 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Library Location

The proposed joint use projects will be located at the newly constructed Visitacion Valley Branch Library at Leland and Rutland streets. The Branch is within walking distance of the schools.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Visitacion Valley Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Visitacion Valley Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Visitacion Valley Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Visitacion Valley Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Visitacion Valley Branch Library. The new Visitacion Valley Branch Library shall be deemed completed when the City determines that the construction of the Visitacion Valley Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Visitacion Valley Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________________
Board of Supervisors,
City and County of San Francisco

By: ______________________________
San Francisco Unified School District

Date: ______________________________

Date: ______________________________

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (VISITACION VALLEY BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (VISITACION VALLEY ELEMENTARY SCHOOL AND VISITACION VALLEY MIDDLE SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Visitacion Valley Branch Library; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement

satisfying the criteria for first priority funding from Proposition 14 for the new Visitacion Valley Branch Library to provide needed services to the communities served by the Visitaction Valley Elementary School and Visitacion Valley Middel School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Visitacion Valley Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the San Francisco Unified School District and the Board of Supervisors to approve the Agreement.

CITY LIBRARIAN'S REPORT, AUGUST 21, 2003

The status of the Tool Lending Center was reviewed. The San Francisco League of Urban Gardeners (SLUG) has provided this service for three years through a contract funded by the Library. In July, SLUG stopped operations due to fiscal difficulties; and the Tool Center temporarily ceased operation. Library staff retrieved tools that were being used and secured all City assets at the Tool Center. The Library has issued a request for proposal for non-profit organizations that are interested in operating the Tool Center and hope to identify a new operator and have the Center reopened in October or November. The City Librarian reviewed the Supreme Court decision issued in late June finding that the Children's Internet Protection Act (CIPA) was constitutional. This decision means that libraries must filter all computers in order to qualify for E-Rate subsidies for internet connectivity. Because of existing City legislation prohibiting installation of filters on adult or teen pcs, the Library will no longer quality for the portion of the E-rate subsidy that supports Internet access. The Library will continue to apply and qualify for E-Rate telephone line and other subsidies. Attached is a statistics report that compares various key indicators for 2001/02 and 2002/03.

Library Use Statistics
2001-02 and 2002-03

	Main		Branches		Total		
	2001-02	***2002-03***	***2001-02***	***2002-03***	***2001-02***	***2002-03***	***% Change***
Circulation	2,182,733	2,397,979	4,146,156	4,395,356	6,328,889	6,793,335	7%
Registration	26,203	30,231	29,722	36,142	55,925	66,373	19%
In-Library Material Use	1,559,642	1,508,858	2,136,204	2,236,163	3,695,846	3,745,021	1%
Visits	1,927,957	2,153,712	4,179,152	4,611,377	6,107,109	6,765,089	11%
Reference Questions	619,473	611,914	561,787	596,435	1,181,260	1,208,349	2%
Directional Questions	597,493	544,482	1,012,580	1,024,549	1,610,073	1,569,031	-3%

August 21, 2003

San Francisco Public Library
100 Larkin Street. San Francisco, CA 94102

July 31, 2003

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: **2003-04 BUDGET**

On July 31, 2003, the Mayor signed the City's $4.9 billion budget for 2003-04 which included $55.595 million for Library services. As a result of actions taken by the Mayor and the Board of Supervisors, the Library's approved budget is $964,000 greater than the budget approved by the Library Commission. The increase includes $150,000 added by the Mayor to support the hospital library operated by the Department of Public Health (DPH); and $1,000,000 added by the Budget Committee for school libraries ($500,000) and for neighborhood library facilities ($500,000).

The DPH allocation is funded by Library Preservation Fund (LPF) baseline revenue; the allocation for neighborhood library facilities is funded by LPF reserves; and the allocation for school libraries is funded by LPF baseline revenue ($176,000), LPF reserves ($138,000); and redirection of $186,000 that was budgeted to increase the Library's books and materials budget. With the redirection of the $186,000 the allocation for school libraries resulted in a net budgetary increase of $314,000.

This budget was difficult to prepare and difficult to manage through the process. Proposition E revenue projections changed frequently as the Controller updated his forecast. The January 2003 estimate – the projection on which the Library's February budget was based – changed significantly in March 2003 and again in May 2003. Between January 2003 and May 2003, estimated revenue allocations required by the Charter declined by $1.4 million. However, during the Budget Committee hearing on June 25, 2003, we learned that the Controller's updated projection included an additional $176,000 in General Fund for the Library.

As you recall, the City faced a $347 million shortfall that threatened many basic services and hundreds of City jobs. Although some services were cut and some layoffs did occur, major service reductions and layoffs were avoided through revenue increases, union contribution of retirement payments, and through creative financing.

With regard to Library revenue, baseline allocations required by the Charter ended up slightly higher than the amount budgeted in the previous fiscal year. Year to year growth however was significantly less than prior years and for the first time in many years revenue growth was insufficient to cover all of the Library's spending proposals. The Library prepared a $3.2 million reduction plan which was not implemented because of union agreements to pickup the 7.5 percent retirement contribution that had been City paid. This saved the Library $2.5 million, mitigated the need to cut services or to layoff staff, and provided funds to support several new funding initiatives critical to the Library.

Budget Hearings

During Budget Committee hearings, school financing became an issue and the Budget Committee in an effort to provide more funding for the City's schools took a number of extraordinary steps to increase school funding. This included an allocation from Library funds to support school district libraries. During the Budget Committee hearing on June 25, 2003 Supervisor Daly proposed appropriating $1 million from the Library Preservation Fund (LPF) reserve to support school libraries.

The City Librarian reminded the Committee that the district was receiving $1.2 million from Library bond funds for the purchase of land at the MLK Middle School for the Portola Branch Library; and to save the reserve, offered the GF increase of $176,000 and the $186,000 increase for our own books and materials budget in conjunction with the $1.2 million from the bond to support school libraries.

When it became clear that the Committee wanted a full $1 million from the reserve, the City Librarian in an effort to protect funds for Library use, proposed $500,000 for the schools and $500,000 to supplement the Branch Library Improvement Program given 1) the uncertainty of State Proposition 14 funding which is expected to provide $10 million overall to the program; and, 2) unanticipated needs of the bond program. Ultimately, the Committee agreed to the $500,000 for the district after the City Librarian made a case that Library funds were needed to support Library programs. The $500,000 for school libraries is funded by the GF increase of $176,000, the redirection of $186,000 budgeted to increase our own books and materials budget and $138,000 from the LPF reserve.

The Budget Committee also approved the $500,000 from the LPF reserve to supplement the Branch Library Improvement Program. The $500,000 provides a hedge in the event the Library falls short of its goal of $10 million from State Proposition 14 Bond Funds and there are unanticipated program expenses.

The allocation of LPF reserves for school libraries and the DPH hospital library were policy decisions made by the Budget Committee and the Mayor.

Library's 2003-04 Budget

The Library's $55.595 million budget is only $203,000 greater than the 2002-03 budget. Although significant dollars were added to cover increases in the baseline budget (e.g., annualized salary and fringe costs, health benefit plan cost increases, and workers compensation rate adjustments) and new funding initiatives such as staffing and operation of the Support Services Center, the increases were offset by the reduction of $2.5 million in retirement benefits – a cost assumed by the City's employees.

Prior to the Budget Committee hearings, the Board's Budget Analyst reviewed the Library's proposed budget and recommended $341,000 in reductions. Through negotiation with the Analyst we were successful in reducing recommended reductions from $341,000 to $141,000. The reductions taken will not significantly impact operations or public services.

During the hearings we were successful in getting the Budget Committee to reallocate back to the Library the $141,000 that was cut from the budget to offset the loss of Federal E-rate discounts that will occur as a result of the Supreme Court's decision upholding the legality of the Children's Internet Protection Act (CIPA).

The Library's budget has sufficient funds to continue all existing services and programs. Services will not be cut or reduced and employees will not be laid off. Significant items funded in the budget include:

- $348,000 for the annualized cost of salary and fringe adjustments only partially funded in 2002-03.

- $474,000 to cover cost increases in employee health benefit plans.

- $183,000 to cover increases in workers compensation rates.

- $228,000 to staff and operate the new Support Services Center.

- $200,000 for routine maintenance and repair of Library facilities.

- $270,000 for the final phase of telephone replacement projects at Branch Libraries ($270,000).

- $149,000 to supplement the budget for the construction of a loading dock and to modify first floor space in the Support Services Center to accommodate the needs of Technical Services which will relocate to the new building.

- $176,000 to convert 70 Library Page positions from temporary, part-time as needed to permanent civil service status. This will allow this staff to retain fringe benefits they've been receiving and addresses inequities in their appointment status.

- $207,000 to reduce budgeted attrition savings which was over-budgeted and $171,000 to augment premium pay which was under-budgeted. These adjustments will enable the Library to fill vacancies in a timely manner and mitigate impacts on public service.

- $55,000 for two Express Checkout Machines – one for the Mission Branch and one for the Anza Branch.

Materials Recovery Program

The Budget Committee did not approve funding to implement the Materials Recovery Program with Unique Management Inc. (UMI). However, in disapproving the program, the Committee left the funds in the budget to work with the Tax Collector's Office on a recovery program through that agency. We have had preliminary discussions with the Tax Collector and though slightly more costly, a recovery program through the Tax Collector's Office could be a viable alternative.

Library Preservation Fund Reserve

It is Commission policy to maintain a reserve of 3 to 5 percent of projected revenue. Based on 2002-03 revenue of $53.5 million, the reserve would range from $1.6 to $2.7 million. Prior to the Budget Committee's actions, the reserve balance was $3.5 million[1] or 6.5 percent of projected revenue.

Reserve funds are accumulated as a result of both prudent management of Library resources and budget, and revenue collections and allocations that exceed the Controller's budgeted projections and amounts annually appropriated to the Library.

By Charter, the Controller is required to allocate to the Library Preservation Fund, the appropriate share of revenues that exceed budgeted estimates. This occurs at the end of each fiscal year; and, for each of the last 5 fiscal years – including the year just ending – actual revenues have or will exceed budgeted revenue.

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[1] The Library's February Budget assumed an allocation of $1.4 million the LPF reserve. Although revenue allocations declined, an allocation from the LPF reserve to support the proposed budget was not needed due to Union pickup of retirement benefits which reduced costs by $2.5 million.

As shown on Attachment A, over this period, actual revenue exceeded budgeted revenue by an average of $1.7 million or 4 percent annually.

With respect to our management, the Library has not had an operating deficit during the last five years and in fact, has ended each of the last five fiscal years with appropriation savings. This is responsible management. A portion of these savings are credited back to the LPF reserve further increasing the balance.

In light of the economic downturn and the threat that this poses to Library services, it is important to maintain a prudent reserve. The reserve serves as a contingency fund to offset revenue declines and to forestall service reductions and layoffs during hard economic times. It essentially buys time while the economy improves. During stable economic times, a prudent reserve provides funds to complete one-time capital improvement projects such as the POE work or to purchase big-ticket equipment or system items such as the new ILS.

Given the efforts of the Budget Committee to minimize cuts and layoffs in other departments, we realized going into the hearings that the reserve could become an issue. However, we felt that with an uncertain economy, the potential add back of retirement dollars to next year's budget, and the need for funds to complete POE as well as other Library projects, it was necessary to carry a healthy reserve in the fund. Although this is a conservative approach to managing the reserve, it is under the circumstances both prudent and responsible.

2004-05 Budget Planning

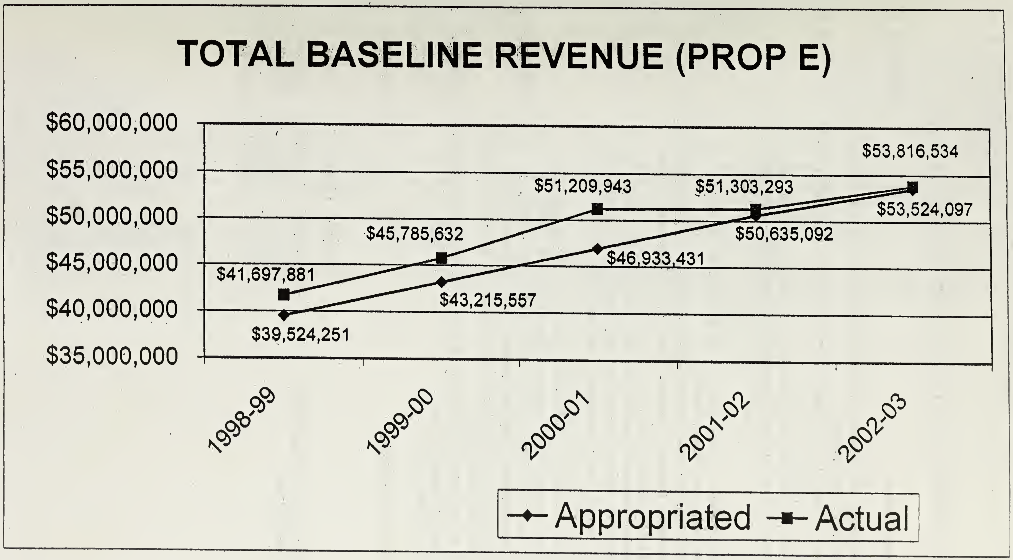
Because of the actions taken by the Budget Committee with regard to the LPF reserve, we will face a dilemma as we develop our proposed budget for 2004-05. How large of a reserve should we maintain? What is enough, what is too little, and what is too much? If the economic situation does not improve over the next twelve months, the City will find itself in a similar position and the possibility exists that LPF fund balances could again be allocated to support programs or activities not of our choosing. How we deal with the reserve will ultimately depend on the state of the economy, the baseline revenues available to support Library programs; and baseline cost increases including the Union's position on retirement contribution payments.

Given the economic and political factors that drove this year's budget, the Library prepared a budget that was both reasonable and responsible. We were able, under very difficult circumstances, to craft a balanced budget without cuts in staffing or services and we were able to fund several new initiatives critical to the Library's operation. We regret that funds for the Materials Recovery Program with UMI were not approved but are pleased that the funds were left in the budget to work with the Tax Collector on a recovery program. And while we are concerned about the allocation of LPF reserve dollars and the reallocation of funds budgeted to increase the book budget to support school libraries, we recognize that the Budget Committee and the Board acted in what they believed to be the best interests of the City as a whole.

Attached for your information is a table summarizing actions taken by the Budget Committee and a set of charts describing the Library's 2003-04 Budget. Please call me at (415) 557-4248 if you have any questions.

Attachments

Prop E Revenue (Appropriated vs. Actual Allocations)



Illustrates difference between "appropriated" and "actual" revenue allocations. Actual revenue has exceeded appropriated revenue by an average of $1.7 million annually significantly contributing to the growth in reserves. 2002-03 is estimated.

SUMMARY OF BUDGET COMMITTEE ACTIONS
June 25, 2003

The Board of Supervisors approved the Library's proposed budget with the following changes:

	2003-04 Proposed Budget	**$54,780,840**
1.	Delayed effective date of the Librarian II for the Mission Bay Branch Library from July 1, 2003 to April 1, 2004 (Branch).	**-$64,572**
2.	Disapproved contract funds for consultant to assist with FF&E purchasing for Phase I Branch Library projects (Branch).	**-$50,000**
3.	Disapproved funding for contract with UMI to implement the Materials Recovery Program and redirected funds to a work order with the Tax collector. Directed Library to work with the Tax Collector's Office to implement a recovery program (Main).	**-**
4.	Reduced funds for purchase of two Express Checkout Machines to conform to updated estimate from manufacturer (Branch).	**-$7,900**
5.	Disapproved reclassification of an 1844 Management Analyst to an 1824 Principal Administrative Analyst. Position was to serve as facilities manager for the Support Services Center (Operations & Maintenance).	**-$8,255**
6.	Reduced equipment maintenance funds in Technical Services related to "old" ILS.	**-$10,576**
7.	Redirected the $141,303 cut from the budget to supplement work order with DTIS to cover loss of Federal E-rate discounts due to non-compliance with the Children's Internet Protection Act (CIPA) (Automation).	**$141,303**
8.	Reduced book budget to support Board's initiative to support SFUSD Libraries. Funds reduced represented the 3.3% increase budgeted in the base (IRMO).	**-$186,000**
9.	Added $500,000 to support SFUSD Libraries. Funding to support the Board's initiative comes from redirecting $186,000 budgeted in the base for books and materials; appropriating $176,203 in additional (new) LPF revenue; and an additional $137,797 from the LPF reserve (OCYS).	***$500,000***
10.	Added $500,000 for Neighborhood Library Facilities projects. Funded by additional appropriation from LPF reserves (Branch).	***$500,000***
	SUBTOTAL ADJUSTMENTS	**$814,000**
	2003-04 APPROVED BUDGET	**$55,594,840**

SOURCES	**Proposed**	**Approved**	**Change**
Library Preservation Fund (Baseline Requirement)	$53,889,006	$54,065,209	$176,203
Library Preservation Fund Reserve	$16,974	$654,771	$637,797
Other Funds	$874,860	$874,860	$0
Total Sources	$54,780,840	$55,594,840	$814,000

PU LIBRARY
2003-04 Annual Ap iation Ordinance (AAO)

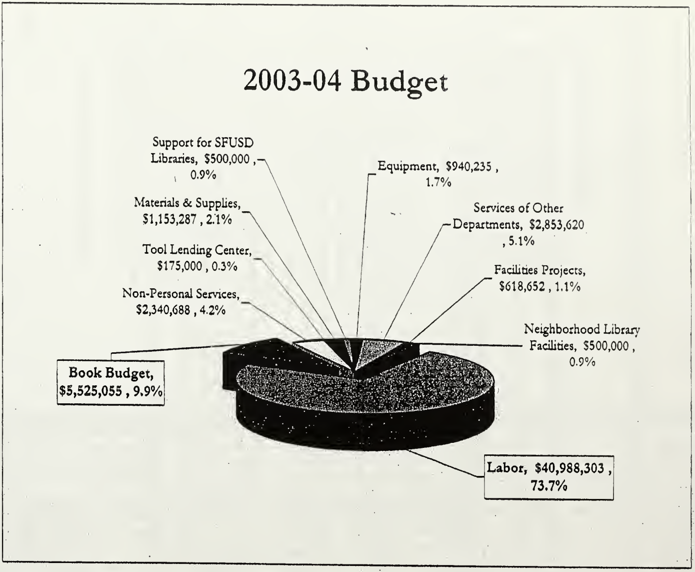
		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,551,866	$ 856,865	$ 9,727,473	$ 4,432,163	$ 578,998	$ 9,879,795	$ 3,701,764	$ 702,236	$ 2,901,526	$ 34,332,686
013	Fringe Benefits	$ 265,854	$ 161,684	$ 1,830,609	$ 851,825	$ 112,361	$ 1,907,476	$ 807,866	$ 148,478	$ 569,464	$ 6,655,617
021	Non-Personal Services	$ 259,973	$ 424,120	$ 286,852	$ 61,544	$ 640	$ 499,991	$ 487,111	$ 64,408	$ 256,049	$ 2,340,688
038	City Grant Programs	$ -	$ -	$ 175,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 175,000
040	Materials & Supplies	$ 17,500	$ 202,526	$ 147,996	$ 525,276	$ 8,000	$ 148,151	$ 496,628	$ 27,700	$ 79,510	$ 1,653,287
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,705,492	$ 19,000	$ -	$ -	$ -	$ 5,525,055
060	Equipment	$ -	$ 845,135	$ 55,100	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 940,235
081	Services of Other Departments	$ 838,641	$ 463,128	$ -	$ 14,011	$ -	$ 70,000	$ 1,255,227	$ 71,310	$ 141,303	$ 2,853,620
	TOTAL, OPERATING	$ 2,933,834	$ 2,953,458	$ 12,223,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,014,132	$ 3,947,852	$ 54,476,188
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ 270,000	$ -	$ -	$ -	$ -	$ 348,652	$ -	$ 618,652
	Neighborhood Library Facilities			$ 500,000							$ 500,000
	TOTAL BUDGET	$ 2,933,834	$ 2,953,458	$ 12,993,030	$ 6,685,382	$ 5,405,491	$ 12,524,413	$ 6,788,596	$ 1,362,784	$ 3,947,852	$ 55,594,840

7/28/2003

PUBLIC LIBRARY
2003-04 Annual Appropriation Ordinance (AAO)

CHART 2

Labor	$ 40,988,303
Book Budget	$ 5,525,055
Non-Personal Services	$ 2,340,688
Tool Lending Center	$ 175,000
Materials & Supplies	$ 1,153,287
Support for SFUSD Libraries	$ 500,000
Equipment	$ 940,235
Services of Other Departments	$ 2,853,620
Facilities Projects	$ 618,652
Neighborhood Library Facilities	$ 500,000
Total Budget	**$55,594,840**

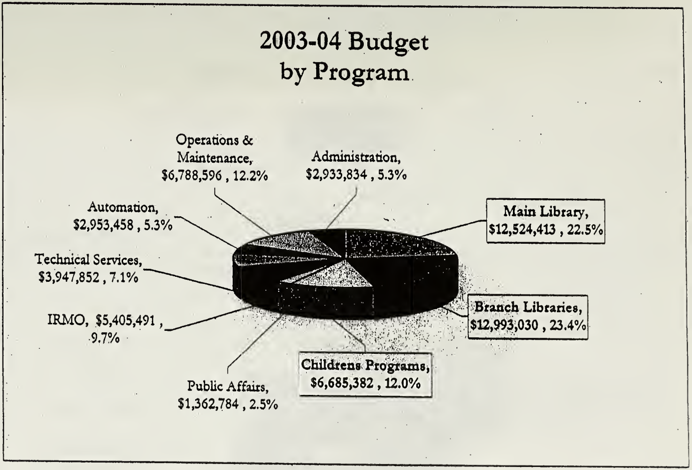


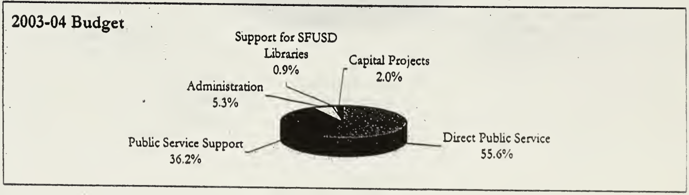
2003-04 Budget

Main Library	$ 12,524,413
Branch Libraries	$ 12,993,030
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,362,784
IRMO	$ 5,405,491
Technical Services	$ 3,947,852
Automation	$ 2,953,458
Operations & Maintenance	$ 6,788,596
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for support of SFUSD Libraries.

Direct Public Service	$ 30,932,825
Public Service Support	$ 20,109,529
Administration	$ 2,933,834
Support for SFUSD Libraries	$ 500,000
Capital Projects	$ 1,118,652
TOTAL BUDGET	$ 55,594,840

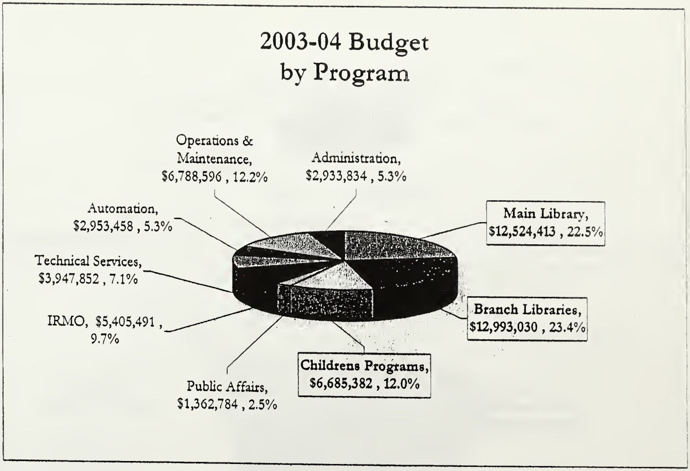


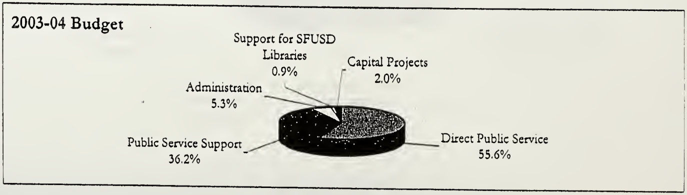


Main Library	$ 12,524,413
Branch Libraries	$ 12,993,030
Childrens Programs	$ 6,685,382
Public Affairs	$ 1,362,784
IRMO	$ 5,405,491
Technical Services	$ 3,947,852
Automation	$ 2,953,458
Operations & Maintenance	$ 6,788,596
Administration	$ 2,933,834
TOTAL	$ 55,594,840

Note: Children's Programs includes $500,000 for support of SFUSD Libraries.

Direct Public Service	$ 30,932,825
Public Service Support	$ 20,109,529
Administration	$ 2,933,834
Support for SFUSD Libraries	$ 500,000
Capital Projects	$ 1,118,652
TOTAL BUDGET	$ 55,594,840

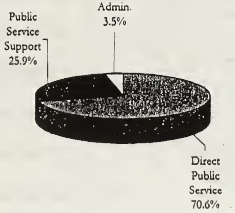




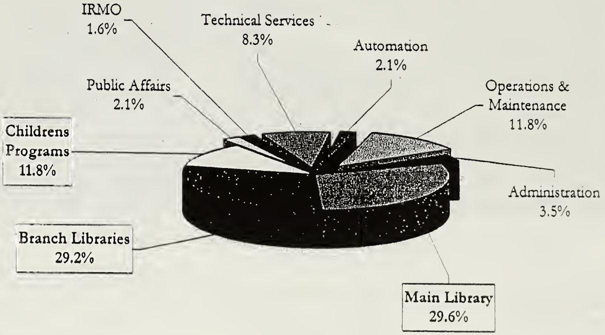
Main Library	182.61
Branch Libraries	180.21
Childrens Programs	73.07
Public Affairs	13.18
IRMO	9.91
Technical Services	51.06
Automation	12.93
Operations & Maintenance	72.77
Administration	21.42
TOTAL	617.16

Direct Public Service	435.89
Public Service Support	159.85
Admin.	21.42
Total, Operations	617.16
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	617.16

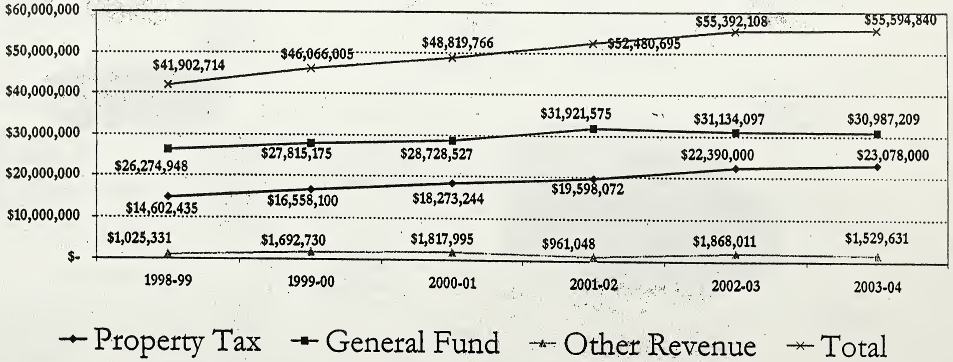
FTE By Program



2003-04 FTE by Program



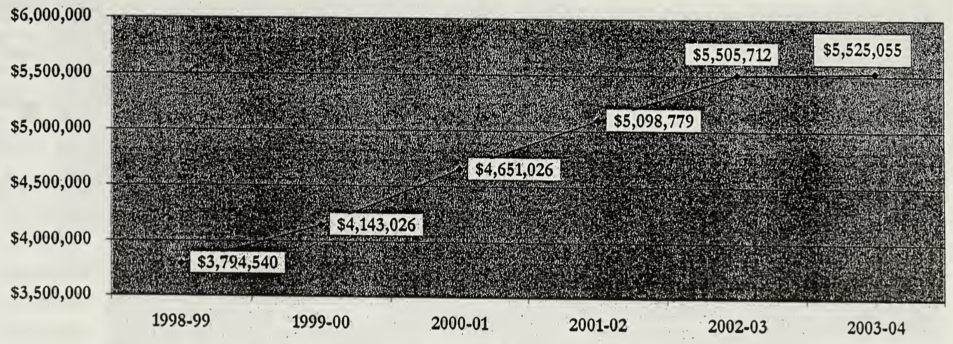
Budgeted Revenue by Fiscal Year and Source

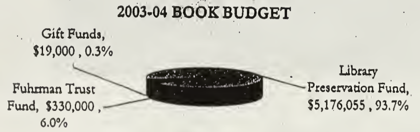


Fiscal Year	Property Tax	General Fund	Other Revenue	Total
1998-99	$ 14,602,435	$ 26,274,948	$ 1,025,331	$ 41,902,714
1999-00	$ 16,558,100	$ 27,815,175	$ 1,692,730	$ 46,066,005
2000-01	$ 18,273,244	$ 28,728,527	$ 1,817,995	$ 48,819,766
2001-02	$ 19,598,072	$ 31,921,575	$ 961,048	$ 52,480,695
2002-03	$ 22,390,000	$ 31,134,097	$ 1,868,011	$ 55,392,108
2003-04	$ 23,078,000	$ 30,987,209	$ 1,529,631	$ 55,594,840
Total Change: 1998-99 to 2002-03	$ 8,475,565	$ 4,712,261	$ 504,300	$ 13,692,126

Property Tax	General Fund	Other Revenue	Total
0.0%	0.0%	0.0%	0.0%
13.4%	5.9%	65.1%	9.9%
10.4%	3.3%	7.4%	6.0%
7.3%	11.1%	-47.1%	7.5%
14.2%	-2.5%	94.4%	5.5%
3.1%	-0.5%	-18.1%	0.4%
58.0%	17.9%	49.2%	32.7%

Books & Materials Budget

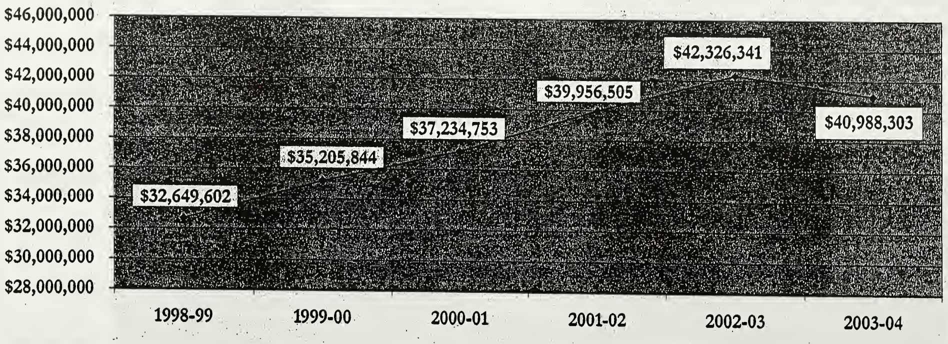




Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Total Change
1998-99	$ 3,794,540			
1999-00	$ 4,143,026	$ 348,486	9.2%	9.2%
2000-01	$ 4,651,026	$ 508,000	12.3%	22.6%
2001-02	$ 5,098,779	$ 447,753	9.6%	34.4%
2002-03	$ 5,505,712	$ 406,933	8.0%	45.1%
2003-04	$ 5,525,055	$ 19,343	0.4%	45.6%
CHANGE FROM 1998-99		$ 1,730,515		

LABOR COSTS

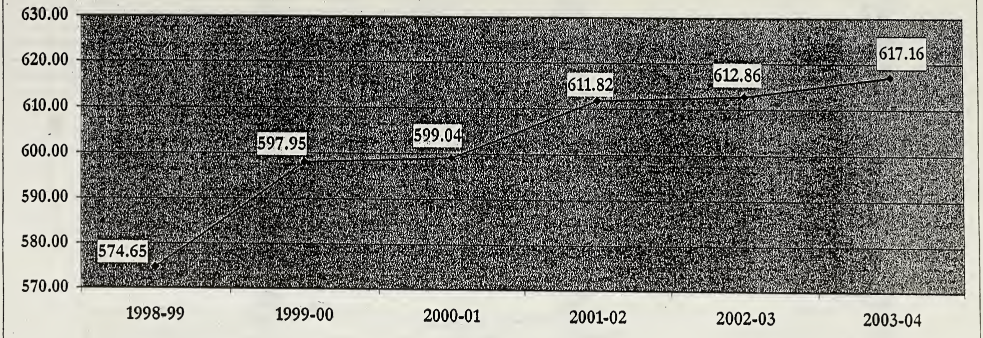
Salaries & Fringe Benefits



Fiscal Year	Budgeted Amount	Annual $ Change	Total $ Change	Annual % Change	Total Change
1998-99	$ 32,649,602				
1999-00	$ 35,205,844	$ 2,556,242	$ 2,556,242	7.8%	7.8%
2000-01	$ 37,234,753	$ 2,028,909	$ 4,585,151	5.8%	14.0%
2001-02	$ 39,956,505	$ 2,721,752	$ 7,306,903	7.3%	22.4%
2002-03	$ 42,326,341	$ 2,369,836	$ 9,676,739	5.9%	29.6%
2003-04	$ 40,988,303	$ (1,338,038)	$ 8,338,701	-3.2%	25.5%
	Average	$ 1,667,740		4.7%	

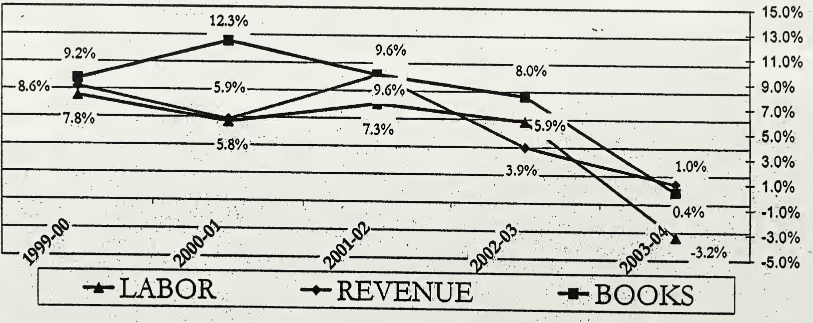
PUF LIBRARY

Budgeted FTE by Fiscal Year

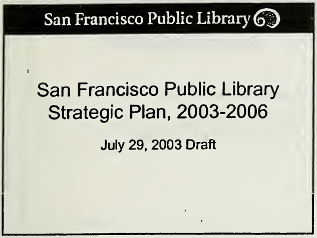


Fiscal Year	Budgeted Amount	Annual Change	Total Change	Annual % Change	Total Change %
1998-99	574.65				
1999-00	597.95	23.30	23.30	4.1%	4.1%
2000-01	599.04	1.09	24.39	0.2%	4.2%
2001-02	611.82	12.78	37.17	2.1%	6.5%
2002-03	612.86	1.04	38.21	0.2%	6.6%
2003-04	617.16	4.30	42.51	0.7%	7.4%
	Average	8.50		1.4%	

Annual Changes:
Revenue (Prop E), Labor, Books



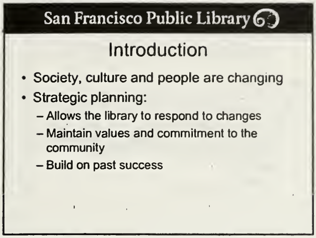
FISCAL YEAR	REVENUE	BOOKS	LABOR
1999-00	8.6%	9.2%	7.8%
2000-01	5.9%	12.3%	5.8%
2001-02	9.6%	9.6%	7.3%
2002-03	3.9%	8.0%	5.9%
2003-04	1.0%	0.4%	-3.2%



San Francisco Public Library

San Francisco Public Library Strategic Plan, 2003-2006

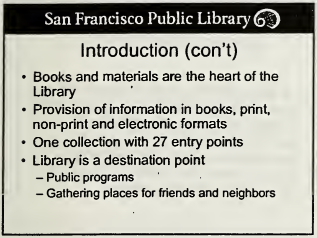
July 29, 2003 Draft



San Francisco Public Library

Introduction

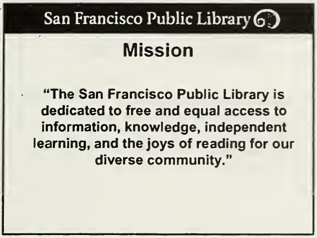
- Society, culture and people are changing
- Strategic planning:
  - Allows the library to respond to changes
  - Maintain values and commitment to the community
  - Build on past success



San Francisco Public Library

Introduction (con't)

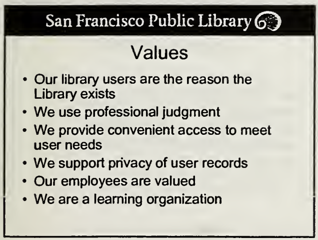
- Books and materials are the heart of the Library
- Provision of information in books, print, non-print and electronic formats
- One collection with 27 entry points
- Library is a destination point
  - Public programs
  - Gathering places for friends and neighbors



San Francisco Public Library

Mission

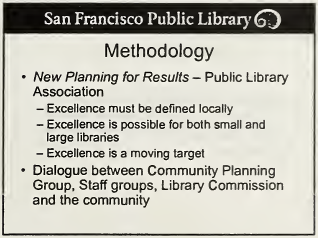
- **"The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community."**



San Francisco Public Library

Values

- Our library users are the reason the Library exists
- We use professional judgment
- We provide convenient access to meet user needs
- We support privacy of user records
- Our employees are valued
- We are a learning organization



San Francisco Public Library

Methodology

- *New Planning for Results* – Public Library Association
  - Excellence must be defined locally
  - Excellence is possible for both small and large libraries
  - Excellence is a moving target
- Dialogue between Community Planning Group, Staff groups, Library Commission and the community

San Francisco Public Library

How to Use the Plan

From the general to the specific:

- Service Response (e.g. General Information)
  - Goals (e.g. "All residents… ")
    - 4 Service Areas (Services, Collections, Information Infrastructure and Access Technology, and Facilities)
      - Objectives
        - Activity and Measurable

San Francisco Public Library

Service Responses

- General Information
- Lifelong Learning
- Current Topics and Titles

San Francisco Public Library

General Information

*"A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life."*

San Francisco Public Library

General Information

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

San Francisco Public Library

Lifelong Learning

*"A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities."*

San Francisco Public Library

Lifelong Learning

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

San Francisco Public Library

Lifelong Learning

Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

San Francisco Public Library

Current Topics and Titles

*"A library that provides **Current Topics and Titles** helps to fulfill community residents' appetite for literature and information about popular cultural and social trends."*

San Francisco Public Library

Current Topics and Titles

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and for information about popular culture and social trends.

San Francisco Public Library

Current Topics and Titles

Goal 5: All residents of San Francisco will have access to information and the opportunity to experience through Library services the benefits of the diverse cultural activities the City embraces.

San Francisco Public Library

Implementation

- Carrying out the Plan will be accomplished at each library facility using a variety of programs and services combined with staff expertise
- A Staff Task Force will develop measurable results for each activity
- Additional task forces will be convened as needed
- A committee comprised of community members and staff will be convened to discuss collection management issues

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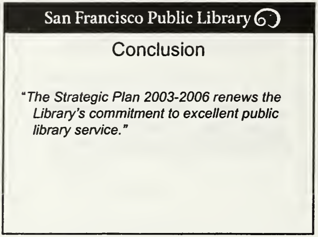
San Francisco Public Library

Implementation

- Annual review will be held to measure progress, craft new goals, and reallocate resources
- Staff will continue to develop knowledge, skills and abilities



San Francisco Public Library

Conclusion

"The Strategic Plan 2003-2006 renews the Library's commitment to excellent public library service."

San Francisco Public Library

SAN FRANCISCO
PUBLIC LIBRARY

STRATEGIC PLAN

2003 – 2006

[JULY 29, 2003 DRAFT]

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN 2003 – 2006

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INTRODUCTION

From its inception, the San Francisco Public Library's ability to achieve and maintain excellence and innovation has been the result of thoughtful planning focused on the needs and interests of the residents of San Francisco.

While the principles of library service are the same today as they were at the beginning of the 20th century, library services and their methods of delivery have expanded in ways unimagined by our predecessors. Libraries are changing because society, culture and the people we serve are changing. Strategic planning is what has allowed the library to manage these changes without losing sight of our values and our commitment to our community. The Strategic Plan 2003 -2006 is intended to continue to build on our past success by prioritizing and refocusing our energy and resources. Its development and implementation requires us to assess and adjust our efforts in response to a changing environment both within and outside the organization.

The San Francisco Public Library is the community's repository for books and materials about a wide variety of subjects and interests. The provision of information, in books, other print and non-print formats, or electronic form, is the primary role and service of the San Francisco Public Library. Although technology has become a significant factor in the provision of library services, it is not an end in itself. It is only one of the many means to provide information. Books and information are the heart of the library.

We are fortunate in San Francisco to have a wonderful Main Library facility that acts as the repository for all types of information and serves as a support collection for all our branches. The twenty-six branches of the Library, because of their size and community-based nature, provide books, information and recreational reading that serve the immediate needs of their users. Like the branches, the Main Library also serves a neighborhood community and provides that function primarily with services and materials in the First Stop[1] collection and the Children's Center. The roles of the Main Library and the branches complement each other and allow the Library to provide its users with information ranging from in-depth, historical treatment of subjects, to ready reference and current best-sellers. Our system is truly one library collection with twenty-seven entry points; and, with the Library's delivery system, materials move from building to building on a daily basis to satisfy the needs of library users.

The 21st century library serves as a gateway to the exciting and complex world of information. With the pervasive availability and use of the Internet, many people believe that they can serve the same function as a librarian, but librarians are trained to be information-seekers and can find answers to questions in electronic, paper or any other form. The role of the librarian is transitioning from one who provides information to users to one who serves as an information navigator or

trainer, assisting users to effectively identify and judge the quality of the myriad of information available on the Internet today.

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[1] First Stop is located on the main entry floor and includes a collection of books, videos, DVD's, CD's and other materials on a variety of popular and current topics and interests.

Although the functions of providing an exciting and balanced book collection and access to the world of information are important, the library also holds a special place in our neighborhoods as a venue for many types of public programs from story times to book groups, a gathering place for friends and neighbors, a meeting place for community groups and the repository for the history and culture of our neighborhoods. As well as serving as a destination point, the library seeks to become part of the communities we serve by reaching out to the diverse populations we serve, such as students, seniors, new immigrants, and disabled users. We hope to better meet the needs of our users by interacting with them in their own situations and going beyond the library walls to provide services.

This strategic plan was developed with input from community members and Library staff. By engaging the community in the planning process, we hope that we have produced a plan that is responsive to the needs of the community and goes beyond what the Library, without that community input, may have projected as its role in the community. By combining the knowledge and guidance of community members and the professional expertise of Library staff, we believe that we can effectively put the Library to work for the community. The San Francisco Public Library is here to meet the needs of its users and to serve as a partner with other agencies and the community at large in strengthening the quality of life in San Francisco.

MISSION

The San Francisco Public Library is dedicated to free and equal access
to information, knowledge, independent learning, and
the joys of reading for our diverse community.

VALUES

The values statement provides the framework that supports the planning and implementation of all the Library service responses.

- Our library users are the reason the Library exists. We provide quality service and treat all library users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to, and supportive of, human differences. Our goal is always to provide excellent customer service.
- We use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity in our city.
- We provide convenient access to facilities, resources and services that meets the needs of library users.
- We advocate for and support policies and procedures that support privacy of all library user records.[2] We value and provide free and equal access to all types of information.[3]
- Our employees are valued as individuals for their important contributions to the organization. An open exchange of ideas is encouraged throughout the library system. We encourage teamwork and collaboration. We support our staff by providing opportunities for growth and professional development.

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[2] The San Francisco Board of Supervisors passed Resolution 53-03 on January 21, 2003. The San Francisco Public Library Commission passed Resolution 2/03 on February 4, 2003 protecting library users' rights to privacy and confidentiality.

[3] The San Francisco Board of Supervisors passed Resolution 206-01 on October 1, 2001 which prohibits the use of Internet filtering or content blocking technology on City-owned computers used as public Internet access terminals.

- We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We constantly reassess our services and methods and attempt to see ourselves through the public's eyes.

HISTORY

The San Francisco Public Library, established in 1877, has had a fairly turbulent past, not unlike other famous institutions of our City. In 1888, the Main Library was situated in the City Hall on Marshall Square, which is the site of the current Main Library. Also, three branches were open in Mission, North Beach (now Chinatown) and Potrero Hill. In 1901, Andrew Carnegie offered the City $750,000 to support the construction of a new Main Library and several branches. Because Carnegie was perceived as not supportive of labor, this gift created much controversy and was not granted. The Main Library and two branches were destroyed in the 1906 earthquake, although in 1907 a new Main Library opened. In 1912, the Carnegie grant again became an issue; and the acceptance of the funds was placed on the ballot and overwhelmingly approved by the voters. This led to the construction of the Main Library, now the Asian Art Museum, and five branches. The Library system is now comprised of the Main Library and twenty-six branches, with a new Mission Bay Branch slated for construction in the near future.

The Library was not well-supported by the City for many years. A bond issue for construction of a new Main Library and new branches failed in 1948, which led to enhanced grassroots efforts to increase support for the system and the creation of the Friends of the Library. Years of citizen support were behind the success in 1988 of the $109.5 bond issue that funded the construction of the new Main Library, a magnificent, 376,000 square foot facility that opened in April 1996. Always ready for a challenge, citizens also worked to support Proposition E, a ballot initiative passed in 1994 that secured dedicated funding for the Library. Finally, in 2000, further citizen efforts resulted in the passage of the $106 million bond issue to support the renovation of most branches and the construction of five new branches.

Planning efforts were seriously undertaken by the Library system as early as 1958 when Emerson Greenaway, director of the Free Library of Philadelphia, was retained to survey the Library system. Another planning report was commissioned in 1982 by Columbia University library expert Lowell Martin. One of the first examples of plans that incorporated the needs of the community was the plan approved by the Library Commission in 1992. In 1997, the Mayor commissioned an audit of the Library; and one of the key recommendations was the development of a strategic plan. That effort was begun in 1998 by former City Librarian Regina Minudri. The Public Library Association's *Planning for Results* model was used as a basis for that plan. A draft plan was completed in 1999; and, although never officially approved by the Library Commission, that plan has guided the work of library staff over the last several years. Currently, the Board of Supervisors requires that every City department prepare a strategic plan.[4] Because of the City requirement and also due to the changing nature of society and new priorities for the library system, a new planning effort was begun in 2003, again based on the Public Library Association model.

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[4] Charter Section 9.114 regarding Mission Driven Budgets and Charter Section 16.120 regarding Customer Service Plans as part of Chapter 88 of the City Administrative Code.

METHODOLOGY

This Strategic Plan uses the model found in *The New Planning for Results, a Streamlined Approach* by Sandra Nelson for the Public Library Association (Chicago, American Library Association, 2001). The *New Planning for Results* was built on three basic assumptions:

1. Excellence must be defined locally – it results when library services match community needs, interests, and priorities.
2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources.
3. Excellence is a moving target – even when achieved, excellence must be continually maintained.

This method acknowledges there is no national standard for exceptional library service. Just as each community is unique, each library is unique in how it may best meet the needs of its community. To this end, members of the San Francisco community and selected staff, in two separate groups, were invited to a series of meetings devoted to creating a vision of San Francisco and discuss the Library's ability to help make the vision a reality.

First the Community Planning Group[5] was asked to define a vision of San Francisco as a place to live, work and visit. Members were asked to consider the social, economic, political, cultural and demographic make-up of the City. Next members were asked to consider the needs to be met if that vision of San Francisco were to be attained. It will come as no surprise that members desired to improve several situations such as homelessness, educational, cultural, political and socioeconomic issues encountered by residents and visitors on a daily basis. After defining these needs, members were asked to identify those issues the Library could help address.

Second, the Staff Focus Group[6] responded to the identified needs the Library could address by reviewing all library services. With a goal of helping the community achieve its vision, the staff group reviewed services such as collections, reading spaces, facilities improvements, websites, programs and exhibits and much more. Members used this opportunity to brainstorm new services and integrate services that have long been requested by members of the public. The resulting dialogue identified three service responses that would serve as the framework for existing and upcoming library services: General Information, Lifelong Learning and Current Topics and Titles.

Out of this dialogue grew the service responses, goals, objectives, and activities presented here. The Strategic Plan confirms the community and the Library's commitment to excellent library service for all who live and work in this great City.

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[5] See Attachment A for a list of participants

[6] See Attachment A for a list of participants

How to Use The Plan

As mentioned above, the Community Planning Group and library staff, in an ongoing dialogue, identified three service responses and community-specific goals that best meet the overall needs of the San Francisco community.[7] The service responses, including a definition from *New Planning for Results*, and the corresponding Library goals are summarized here for quick reference:

- **General Information** - A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

  Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

- **Lifelong Learning** - A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

  Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

  Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

- **Current Topics and Titles** - A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

  Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats to meet their need for literature and for information about popular culture and social trends.

  Goal 5: All residents of San Francisco will have access and opportunity to experience the benefits of the diverse cultural activities the City embraces.

Each service response is expanded upon in the following sections. Readers will find each response has corresponding goals, objectives and activities. Additionally, the service responses were subdivided into four resource areas:

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[7] See Attachment B for a list of all library service responses considered during this process.

services, collections, information infrastructure and access technology, and facilities. By subdividing each service response, the groups hoped to ensure the planning activities were balanced throughout the Library so that all library services are represented.

One final note: Readers will find the order of the service responses are 1. General Information, 2. Lifelong Learning, and 3. Current Topics and Titles. This order represents the priorities identified by the planning groups. While maintaining the order to preserve the identified priorities, the plan itself strives to create three services of equal importance. This is to say, library staff will strive to treat Current Topics and Titles with the same focus and dedication as are awarded to General Information and Lifelong Learning.

GENERAL INFORMATION

*A library that offers **General Information** helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.*

Goal 1: All residents of San Francisco will have questions answered on a broad array of topics related to work, school, and personal life and will have access to books, literature, research, and other library materials in a variety of formats to meet their need for information.

Services

1. Develop and maintain Library programs that are community based, providing programming of interest to neighborhoods. [Goal 1]

    1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

        1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

    2.1 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

        2.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

    2.2 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

        2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

    2.3 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

2.3.1 Incorporate into outreach strategy and Branch Library Improvement Program[8] interim service plan to be developed and implemented by 2004/2005.

2.3.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

2.3.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

Collections

3. Improve information resources available for the general public. [Goal 1]

3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity, and cultural mosaic of the City.

3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users. To be implemented in 2004/2005.

3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

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[8] In November 2000, the voters of San Francisco approved Proposition A, a $106 million bond to support the seismic, ADA, and technological renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

Information Infrastructure and Access Technology

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

   4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices.

      4.1.1 Create a secure and robust network environment that provides for use of wireless devices by June 2005.

      4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

      4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

   4.2 Provide remote access to library services including information resources and materials so residents may use the Library from their home or office anytime day or night.

      4.2.1 Continue to develop services for electronic users and potential online users by making all library services available in an electronic format. Services to include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

      4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

Facilities

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting place to visit. [Goal 1]

    5.1 Enhance teen services, a recognized age group that is currently underserved,[9] by creating unique physical spaces in appropriate library facilities.

        5.1.1 Engage the community, and particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

    5.2 Design environments that encourage a positive physical experience to sit, read and study.

        5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January 2005.

        5.2.2 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

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[9] While all library locations have recognizable areas to welcome adults and children, similar spaces for teens generally are not present. At the very age when we start losing them as readers, teens become an invisible population within the library. In order to encourage them to see the Library as relevant to their lives, it is important that we provide a setting that welcomes them and lets them know that their needs and interests are important and valued.

LIFELONG LEARNING

*A library that provides **Lifelong Learning** service helps address the desire for self-directed personal growth and development opportunities.*

Goal 2: All residents of San Francisco will have access to library services that address the need for effective skills relating to finding, evaluating, and using information in a variety of formats.

Goal 3: All residents of San Francisco who have a desire to grow and learn throughout their lives will have the support they need to fulfill their goals.

Services

6. Provide opportunities for library users to learn how to use the Library's catalog, databases, Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

   6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

   6.2 Provide focused training opportunities to support the development of technology skills of seniors to begin by June 2004 and become ongoing thereafter.

   6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budge.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

   7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes. Outreach strategy to be developed and implemented by fiscal 2004/2005.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

8.1 Each library facility will develop and implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

9.4 Enhance and maintain the depth of research collections, special collections and the Affinity Centers in the Main Library to assist researchers.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural, educational programs, events and exhibitions. [Goal 5]

10.1 Ensure all residents are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

Collections

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

11.1.1 Establish collection goals to reflect the outcomes generated from 14.1.1 and ongoing community input at the local level that is included in the community needs assessment (14.1.2). To be ongoing beginning in fiscal 2004/2005.

11.1.2 Enhance the collections of materials that reflect the linguistic diversity of the City, for residents of all ages. Attain overall goal of 10%[10] of book and materials collection budget dedicated to books in languages other than English. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

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[10] The level of funding in 2002/2003 was approximately 6% for books and library materials in non-English languages.

Information Infrastructure and Access Technology

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

    12.1 Provide expanded technology opportunities for self-directed learning.

    12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

    12.2 Expand the Library's program of instruction to include subject-specific topics.

    12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

Facilities

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.

    13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

    13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

    13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

CURRENT TOPICS AND TITLES

A library that provides ***Current Topics and Titles*** *helps to fulfill community residents' appetite for literature and information about popular cultural and social trends.*

Goal 4: All residents of San Francisco will have ready access to current books and library materials in a variety of formats[11] to meet their need for literature and for information about popular culture and social trends.

Goal 5: All residents of San Francisco will have access to information and the opportunity to experience through Library services the benefits of the diverse cultural activities the City embraces.

Services

14. Continue to enhance programs that support the Library's role as a clearing house for cultural, educational programs, events and exhibitions. [Goal 5]

    14.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005.

        14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

        14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's *San Francisco Community Services Directory* [12] program.

    14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

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[11] Formats include, for example, books, books on tape, DVD's, and CD's.

[12] This service, available from the Library's website, provides users with information about all San Francisco government agencies, health & human service providers, community-based organizations, museums, cultural institutions, community educational centers, neighborhood-oriented groups, and merchants' associations.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

Collections

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics in a variety of formats and languages.

15.1.1 Create a community based *Library Collection Development Advisory Committee*[13] to facilitate communication of community needs. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

15.2 Respond to the expressed demand for book and library materials on current topics and titles.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

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[13] This committee will be charged with providing meaningful input to the Library regarding the overall relevancy of book and other library collections in meeting the needs of the communities served by the Library. Composition, meeting frequency, etc to be developed as part of completion of 13.1.1

Information Infrastructure and Access Technology

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]

    16.1 Initiate implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification[14]) for books and other library materials to facilitate users self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service.

        16.1.1 Establish staff task force to research, analyze and make recommendations to Library Administration regarding RFID implementation.

        16.1.2 Incorporate funding for implementation as part of the 2004/2005 Library budget process. Implementation to begin in 2005/2006.

    16.2 Assist users in fulfilling their individual information needs by developing a *My Library* [15] service for customized library services. To be implemented by September 2004.

        16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include but are not limited to online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

        16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Library* service.

        16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

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[14] Replaces barcode or "zebra" label on books and other library materials with a chip that contains information on the item that facilitates fast and easy checkout of each item.

[15] *My Library* incorporates library user flexibility and options in designing personal library accounts, such as receiving electronic recommendations for reading as new books arrive in interest areas designated by the user.

Facilities

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

    17.1 Improve delivery of materials throughout the system so that 80%[16] of items requested and available on-shelf are received within three business days at the designated pick-up location.

        17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

    17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

        17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

        17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

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[16] Data and analysis from a 2002/2003 delivery study suggests that currently items take up to 4 to 6 days to reach their destination.

IMPLEMENTATION

The Strategic Plan 2003 – 2006 will be realized through the activities, services and resources we provide. Each library facility, program area, and staff member is charged with developing and carrying out this Strategic Plan.

The City Librarian will convene a staff task force to develop measurable results for each of the activities listed in the Strategic Plan. Measurable results will be key to knowing how well each of the objectives is met over time. Also, as called out in the Strategic Plan, additional task forces will be convened to develop system-wide guidelines to create a positive experience and environment for library users, to develop an outreach strategy to further enhance the Library's connection with the community, and to develop an implementation plan for conversion to radio-frequency identification technology. Also, a broad-based committee will be convened to provide an opportunity for a community-based discussion about the Library's collection development policies and procedures.

Resource allocation is a critical element in accomplishing this plan. Each year, as part of the annual budget process, we will return to the Strategic Plan to measure our progress toward achieving our goals, craft new efforts for the coming year, and reallocate resources as needed.

The success of the plan is strongly based upon the continued development of the knowledge, skills and abilities of all library staff, as well as insuring that the broad and rich diversity of the City in language and culture is mirrored by the Library's staff.

CONCLUSION

Throughout our history, the San Francisco Public Library has constantly updated itself to meet the evolving informational and cultural needs of the diverse community we serve. The Strategic Plan 2003 -2006 renews our commitment to excellent public library service. While providing every library facility and program with a unifying organizational vision and system-wide goals, this Strategic Plan is intended to be broad and flexible enough to tailor services to each unique neighborhood. The Strategic Plan also provides a framework to consider opportunities for new programs and services.

The best way to assure that we have an excellent library system well into the future is to continuously reinvent and revitalize ourselves, based on a good understanding of community needs and the ways in which we can respond to those needs. A library that plans makes better decisions, which leads to better library service.

For the coming three years, this plan will shape and guide what we are, what we do, and why we do it.

Attachment A

Strategic Plan Committees

Community Planning Committee

		Affiliation
Luis	Calderon	In-Home Supportive Services
Steve	Coulter	Library Commission
Alan	D'Souza	Librarian Technician, Main
Elizabeth	Genera-Juarez	Librarian Technician, San Francisco Community Database
Bill	Hollabaugh	Advisory Council on Aging
Jane	Hudson	Librarian III, Sunset Branch
John	Kenny	Librarian III, Main
Doug	King	Friends & Foundation of SFPL
Judith	Lujan	San Francisco Unified School District
Andrew	Northrop	Chamber of Commerce
Marcia	Popper	Council of Neighborhood Libraries
Carol	Steiman	Library Commission
Ron	Vinson	Mayor's Office of Neighborhood Services
Joan	Walton	Council of Neighborhood Libraries
Blaine	Waterman	Librarian I, Main
Jensa	Woo	Librarian II, Potrero Branch
Norman	Yee	San Francisco Foundation
Monique	Zmuda	City & County of San Francisco Controller's Office

Staff Focus Group

Robert	Carlson	Librarian II, North Beach Branch
Carol	Coon	Librarian II, Government Information Center
Elaine	Dang	Management Assistant, Technical Services
Sharon	Dezurick	Librarian II, Glen Park Branch
Margot	Kavanagh	Librarian I, Youth Guidance Center
Joan	Lefkowitz	Media Production Specialist, Main
Betsy	Levine	Librarian I, Teen Services
Katie	Lynds	Librarian III, Chief of Branches Office
Grace	Ruth	Librarian II, Office of Children & Youth Services
Nicole	Termini	Page, Main
Elizabeth	Thacker	Librarian II, Chief of Main Office
Randy	Weaver	Senior Management Assistant, Project Read

Steering Committee

Susan	Hildreth	City Librarian
Toni	Bernardi	Chief, Office of Children & Youth Services
Roberto	Esteves	Chief, Information Resource Management
Gail	McPartland	Facilitator, Peninsula Library Services
Marcia	Schneider	Director, Public Affairs
Paul	Underwood	Deputy City Librarian

ATTACHMENT B
San Francisco Public Library Strategic Plan 2003 - 2006

Library Service Responses presented in the *New Planning for Results: A Streamlined Approach*[17]

FIGURE 9

Library Service Responses

Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Business and Career Information

A library that offers Business and Career Information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Community Referral

A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations.

Consumer Information

A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-sufficient.

Cultural Awareness

A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Current Topics and Titles

A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support

A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals.

General Information

A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

Government Information

The library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process.

Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Local History and Genealogy

A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage.

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[17] *New Planning for Results: A Streamlined Approach* by Sandra Nelson for the Public Library Association. American Library Association. Chicago and London. 2001.

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